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GETTING STARTED

Gonzaga’s educational philosophy is based on the Ignatian model of educating the whole person – mind, body and spirit. At Gonzaga, students discover how to integrate science and art, faith and reason, action and contemplation. "Cura personalis," or care for the individual, is our guiding theme.

You should familiarize yourself with the University’s Mission Statement and Statement of Affirmation [http://www.gonzaga.edu/About/Mission/MissionStatement.asp](http://www.gonzaga.edu/About/Mission/MissionStatement.asp).

This packet is provided as a helpful tool for you as a new faculty member. This document, as well as other information for new faculty including ID cards, email, technology, and Blackboard is also available at [https://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Academic-Vice-President/NewFacultyOrientation.asp](https://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Academic-Vice-President/NewFacultyOrientation.asp).

Parking

Parking permits are required to park in on-campus parking lots. Parking lots are designated and posted by permit color and are restricted to particular groups (staff/faculty, students, etc.). Faculty can purchase parking permits from Campus Security and a list of locations is provided at the time of registration or is available any time at the Security Office. Red permits are for administration, faculty, and staff. The red permit cost is $95.00 plus tax and allow faculty parking in any red or green (general parking) parking lot shown on the parking map. [http://www.gonzaga.edu/Student-Development/Campus-Public-Safety-and-Security/default.asp](http://www.gonzaga.edu/Student-Development/Campus-Public-Safety-and-Security/default.asp)

Parking enforcement is conducted year ‘round, but hours and conditions vary depending on the time of year. Violation fees are printed on the citation. Prompt payment (within 7 days) results in the fee being reduced. Unpaid citations for faculty may be collected through payroll deduction. Citations can be appealed in writing to the Parking Appeals Board. Letters of appeal must be received at the Campus Security office (or sent through campus mail to MSC box 2468) no later than five working days after issuance of the citation. Complete instructions and conditions for appeal are listed in the parking rules and regulations, as well as on the reverse of the citation. For more information, please call the Parking Coordinator at ext. 4147 or Campus Security at ext. 2222.

Gonzaga ID

All faculty should obtain a Gonzaga ID card. This card is necessary to obtain admittance to the Rudolf Fitness Center, (Gonzaga's athletic facility), to check out material from Foley Library, and is useful in identifying yourself to Gonzaga Security. To obtain a Gonzaga ID, faculty must obtain the appropriate form from Human Resources, sign the form, and submit it to the Student Accounts office, where a picture ID will be produced.

Email

New faculty members in the College of Arts and Sciences, School of Education, and School of Professional Studies should contact their department. Faculty members in the School of Business and School of Engineering and Applied Science should contact their Dean's Office.
**Faculty Mailboxes**

Faculty share a mailbox with other members of the department to receive both on and off campus mail. Please check with your Department Chair or faculty assistant for the correct mailbox number. Outgoing mail is placed in the appropriate mail slot at Campus Printing Services. Please include the box number on any campus/departmental mail, along with the addressee's name. Outgoing mail must be received by Campus Printing Services before 2:00 p.m. in order to be postmarked that day. Mail received after 2:00 p.m. will be sent the following day.

**Computing**

To learn more about technology that is available to you at Gonzaga, such as Blackboard and Banner, visit the GU Training and Professional Development site at [http://www.gonzaga.edu/gutraining](http://www.gonzaga.edu/gutraining). This site provides helpful information on resources and training opportunities with links to training schedules and on-line registration.

In addition to courses offered by our Technology Education Services department, Human Resources also provides seminars in safety and professional development. Registration for all of these courses can be done on-line through this site.

Access to Banner requires the completion of the General Navigation course. During this session you will receive a password and instruction on logging into Banner and navigating the system. Faculty needing access to budgets and information about students, employees and alumni that is not available through Zagweb, will need to enroll in a General Navigation course. Please contact the Training Specialist at ext. 6878 with specific questions about Banner access.

**Supplies**

Each department has its own policy regarding the purchase of supplies. Office supplies are ordered through Office Depot and require 1-2 days for delivery. The Gonzaga bookstore (Zag Shop) has some supplies available. Check with your Department Chair or faculty assistant to find out your department's policy before making any purchases.

**Telephone System**

The telephone number for Gonzaga University is (509) 328-4220 to reach the Gonzaga switchboard (available 24 hours/day). Through Auto Attendant you can dial the 4 digit extension to call an office/person directly. When calling the university from on-campus phones you can dial the four-digit extension for a specific office. If you should require Switchboard assistance while on campus, dial “0” from any campus telephone. To make off-campus calls, dial “9" first and then your local five-digit number.

**Telephone Features**

Two important features of our telephone system are “Direct-In-Dial” (DID) and Modular Messaging Voice Mail. DID services make it possible for people to call in directly to your office, rather than going through the University Switchboard. If calling from off campus to an on-campus office, dorm, or apartment, add the prefix “313" before the 4-digit extension.
The other important feature is called “Modular Messaging.” Your extension is equipped with a self-contained voice mailbox accessible only to you. You may obtain access to your voice mailbox by dialing 2417 from any campus phone or 313-2417 from off campus, and follow the instructions. You will be asked for your password, which is initially set as the # sign (or 3535#). Modular messaging will prompt you to change and set your own password the first time entering the system. See http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Plant-and-Construction-Services/Audix-Quick-Reference.asp to access the Modular Messaging User Guides and Quick Reference Guides, or contact the telephone system administrator/Customer Service, 313-5656 or ext. 5656. If your voice mailbox is locked or has a previous owner’s greeting, password etc., please contact Customer Service, Plant Services at 313-5656 to reset your mailbox.

Catalogues

In addition to the information you find here, the University Undergraduate Catalogue is also a good source for information on general University policies and procedures. Catalogues are available at https://www.gonzaga.edu/catalogues

Academic Calendar

Please pay close attention to the Academic Calendar (found at end of this document and online at https://www.gonzaga.edu/About/Academic-Calendar/default.asp) to know when classes are and are not in session. This is particularly helpful for planning your course syllabi. Note holiday and exam schedules as well.

FACULTY SUPPORT

Campus Printing Services (Zag Prints)

Campus Printing Services is the printing and word processing area for the entire University. The office is located in College Hall, Room 011. The telephone extension is 6881. Their office hours are from 7:00 a.m. to 5:00 p.m. (including 12:00 noon to 1:00 p.m.). Below are listed the primary functions of the office. If something is not listed that you have a question about, please contact Faculty Services directly. At least 24 hour notice is preferred for all tasks when feasible. Rush jobs will be done as soon as they can get to them.

Fees are charged to your department budget for all services listed below. You will need to check with your Department Chair on policy and department budget numbers.

Services Available

1. Word processing/typing and document scanning services are accessible to all University areas.

2. FAX services are available to the Gonzaga Community. Our FAX number is (509) 313-5718. They have cover sheets for your use.

3. Reproduction of all materials (subject to U.S. copyright laws) is completed as quickly as possible. Binding is also available. Copy requests can be delivered in person or sent as an email attachment to campusprinting@gonzaga.edu.

4. Folding services are available for most materials that have been reproduced.
5. **Cutting** services are also available at no charge.

6. **Transparencies** can be made for overhead projections.

7. **Laminating** is also available.

8. Color printing & copies on colored paper can be requested. Color printing can be quite expensive. Please check with your department before making these requests.

**Procedures**

Campus Printing Services has work slips available at the front counter for you to fill out to explain how the work needs to be completed. If any special verbal explanation of the work is needed, please let one of the employees know at the time the work is requested; if a written explanation is enough, please write it on the work description slip under “special instructions.” After the instructions are completed, place the project, with the work slip attached, in the appropriate basket. If you would like to pick up the work yourself and not have anyone else in your department receive it, please fill in "HOLD for_____” under Special Instructions on the work slip. **Check back with Campus Printing Services** at the time the project is due to be finished to pick it up.

**Cost of Services**

There are a variety of costs involved for the services provided. Any work done that does not pertain to the University needs to be charged as personal costs. Otherwise, the costs will be deducted from your department's budget. Both personal and business costs are posted at Campus Printing Services.

**Campus Directory**

Each year, the University publishes a campus directory that lists the office phone numbers of most faculty and staff, and describes the organizational structure of the University. It is published in the fall and is available in October. If you do not have a copy in your office, please contact your department faculty assistant.

**FOLEY LIBRARY RESOURCES**

**FOLEY CENTER HOURS OF SERVICE**

*Academic School Year*

- Monday-Thursday: 8 a.m.-2 a.m.
- Friday: 8 a.m.-9 p.m.
- Saturday: 9 a.m.-6 p.m.
- Sunday: 9 a.m.-2 a.m.
- Study Lounge: Open 24 hours every day

Hours vary during holidays, finals week and summer sessions. Check the Foley Center website for those changes.

**Library Service to Faculty**

The Foley Library is eager to be of service to all faculty. The information below will give brief information on library services that may be valuable to you and your students.
**Library Homepage**

The Library homepage is located at [http://www.foley.gonzaga.edu](http://www.foley.gonzaga.edu). On this website, you will find links to the library catalog, online indexes, reference resources, interlibrary loan forms, hours, etc.

**Library Orientations**

Orientation sessions for faculty start the second week of September to introduce the automated catalog and web-based resources. Check the Library homepage by clicking on RefWorks and Training Schedules for dates and times. For personal tours and orientation, please call ext. 3829.

**Library Instruction**

The Public Services Library Faculty can help coordinate library instruction for your classes. They can provide everything from a basic tour to a multi-session, in depth introduction to library resources, critical thinking skills and evaluation of websites. The library has an instruction lab with PC’s available for a library instruction session and a larger site for a lecture type orientation that seats up to 70. They can also come to your classroom, if needed. Please allow at least a week advance notice for class bookings. The library also provides instruction in the use of RefWorks the campus wide bibliographic management software for classes or individuals. The Instruction Librarian can be reached at ext. 3829.

**Reserves**

Reserve materials meet the needs of faculty wishing to make items requiring short-term use available to their students. Reserve readings are located at the Circulation Desk and can be checked out by anyone presenting a valid ID card. Reserve readings cannot be renewed. A list of items on Reserve is available through the library catalog. A University faculty member may place any material on reserve as long as it is not in violation of federal copyright guidelines. Most reserve material is kept at the Circulation Desk on the first floor of the Foley Center. Material may be placed on 1 hour, 2 hour, 2 hour-building use only, 24 hour, or 3 day reserve. Library materials or personal copies may be placed on reserve. Requests to place items on reserve can be done over the phone by calling ext. 3850.

Processing of reserve materials may take up to three working days at the beginning of the semester; please allow enough time for the material to be processed.

Copies of the Library Reserve Materials Form are available at the Circulation Desk or a form can be obtained through the website.

**Circulation Policies**

Your Gonzaga ID card is your library card. It is required for a variety of on-site services including checkout of materials as well as access to some electronic databases from locations outside the Foley Center.

You can access your library record online. This option allows you to view current activity on your borrowing record (e.g., items checked out, fines owed, holds pending). You can also renew your items from here. To return materials, an outside book drop is provided for your convenience along with a book drop in the Staff Lounge in College Hall. The College Hall book drop is emptied daily, Monday-Friday when classes are in session (fall and spring).
Faculty are entitled to keep books for a semester. Materials can be renewed up to eight times unless requested by another user. Periodicals and reference materials do not circulate. The loan periods for reserve, curriculum and media materials vary in length. Exception: popular books checked out for two weeks can be renewed only twice. Material may be renewed by phone, online, or in person at the Circulation Desk.

Faculty will be charged fines for late and lost materials. Fines have been set at $0.25 a day per item for media items, and $1.00 a day for interlibrary loan items or material that has been recalled. Failure to pay fines will result in the loss of borrowing privileges. Lost materials are charged at $50.00. Lost interlibrary loan items are charged at $100.

**Personal Research**

Foley Library is glad to help in any way they can with your personal research. Interlibrary Loan is available free of charge to all Gonzaga students and faculty. Individuals need to set up an ILLiad account (our Interlibrary Loan program) by going to the Foley homepage. Foley also has wireless internet access as well as wired ports. Stop by the Reference Desk for additional information on these features.

Faculty may also request that articles from periodicals in the Foley collections be scanned and emailed to them. Requests for scanning can be made through ILLiad or materials may be dropped off at any service point in Foley.

**Technology Education Services**

Technology Education Service is the primary resource for the support of audiovisual and media technology on campus, they also schedule some areas of Foley. To schedule use of multimedia equipment call ext. 3875. To schedule the Foley Teleconferencing Center or ACT Lab call ext. 3810.

All questions regarding specialized services and operations such as distant learning support, teleconferencing, video production, editing, and duplication should be directed to Technology Education Services, ext. 3810.

**Library Contacts**

Linda Pierce, Acquisition/Collection Development Librarian, ext. 3834, pierce@gonzaga.edu
Theresa Kappus, Distance Education Librarian, Interlibrary Loan, ext. 3820, kappus@gonzaga.edu
John Spencer, Reference Coordinator Librarian, ext. 6110, spencer@gonzaga.edu
Kelly Jenks, Instruction Coordinator Librarian, ext. 3829, jenks@gonzaga.edu

**COURSE BOOKS**

**Selecting**

Most faculty require students to purchase and read one or more textbooks or other treatises for each course. Some faculty also recommend additional reading. Choosing what books to require is a difficult task, and new faculty are encouraged to confer with other faculty members who teach or have expertise in the relevant subject area.
Most textbook publishers will send free examination copies of their textbooks and treatises to faculty in the hope that they will require students to purchase them (most university presses will send examination copies on a trial basis, but will require that they be paid for or returned if not adopted for the course).

*Desk Copies*

Each department is responsible for ordering their own desk copies. Please check with your Department Chair to find out if this is an individual responsibility or if desk copy requests are handled centrally through the department faculty assistant. The Zag Shop will send you a copy of the book with a sixty day return privilege if you inform them that the book will be used as a desk copy and that you or your department has put in a request to the publisher. The phone numbers of the principle publishers can be found in the print database “BooksInPrint” available on the Foley Center website [http://www.foley.gonzaga.edu](http://www.foley.gonzaga.edu) search Databases, and select Books in Print.

*Ordering*

Required and recommended books are ordered and sold to students through the Zag Shop. Order forms may be obtained online from the Zag Shop [www.zagshop.com](http://www.zagshop.com). Your department faculty assistant can help you obtain the user name and password to access the Faculty Adoptions link at this site. Orders for fall semester books are submitted to the bookstore in mid-March; orders for spring semester books are submitted in mid-October; orders for summer session books are submitted in the first week of March.

*Supplemental Material*

Most faculty provide handouts and other written materials for their students to supplement whatever course books the students must acquire. All faculty are required to provide students with a course syllabus (see the following section, below). Material consisting of only a few pages may be copied at Campus Printing Services (see pg. 6) and distributed free of charge to the students (your department will be charged for the copy service). Material in excess of 25 pages should be sold through the Zag Shop, which will reproduce the material for sale at cost to students. These materials should be adopted (i.e. requested) through the normal textbook channels but master copies should be dropped off at Campus Printing Services along with a biography of any copyrighted components.

All supplemental materials—whether sold at cost or given to students—must not infringe on any copyright. Faculty are expected to acquire whatever approval is necessary before reproducing any copyrighted material. Campus Printing Services will handle all approval procedures. Faculty should allow adequate time for obtaining approvals as this can be a lengthy process.

**ENROLLMENT INFORMATION VIA Zagweb**

Web Address [http://zagweb.gonzaga.edu](http://zagweb.gonzaga.edu).

(Be sure to add this URL to your list of Bookmarks or Favorites.)

*The Main Menu*

The Enter Secure Area option allows you to access advisee lists, class lists (with photos), personal directory information, teaching schedules, and information about your advisees and the students enrolled in your classes. This area requires an ID number and PIN to view the information.
The menu options Apply for Admission, Campus People Locator, and Course Catalog & Class Schedule allow access to public information regarding email addresses, course information, class schedules, and applying for Admissions. These areas require no ID or Personal Identification Number (PIN) to view.

**Using your Identification Number and PIN**

When you attempt to access non-public information via Zagweb, you will be prompted to enter your ID number and PIN. Non-public information includes access to class lists, advisee lists, teaching schedule, grade submission forms and your personal information.

If you haven’t done so already, 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 on Forgot your PIN? Give the answer to your security question and Zagweb will open the secured area to you. You may change your PIN by selecting the first option on the Personal Information menu.

**Navigation Tips**

At the top of some pages, there are tips to help you navigate through the system. Be sure to read these helpful instructions. Menu options can be selected by single clicking on them with your left mouse button. If a student has requested that his/her information remain confidential, the word **Confidential** will appear with the student’s name. If you do not see the menu item that you’re looking for, it may be further down the page. Use your scroll bar to see if there are more menu items listed below. To move directly to the bottom of a page, hold down the <CTRL> key while striking the <END> key.

When you are done with a Zagweb session, be sure to click the [exit] button in the upper right hand corner of your screen to ensure that any confidential information is cleared from your cache, then exit the browser normally. Using the “Back” button or the [menu] option will not clear your cache.

**Where to Get Help**

If you would like training or personal assistance in using Zagweb, please call the Training Specialist at ext. 6878 or you may call the Help Desk at ext. 5550 for additional assistance.

**How to Login**

1. Select Enter Secure Area from the Zagweb Home Page.
2. Enter your Identification number and PIN and click Login. Re-enter the PIN if prompted.
3. Either click on the option: Faculty & Advisors, or Personal information.

**Access to Advisee Lists**

Once you’re logged in, click on the option: Faculty & Advisors.

1. Click on Advisor Menu. Select Advisee List. You will be prompted for the term selection, if you have not previously entered the term information. If prompted, select the term you wish to view and click on Submit. You will then be presented with an alphabetical list of your advisees.
2. To print, click on “File” in the upper left corner of your screen, then select “Print” or “Print Frame” (depending upon which browser you are using).
3. To view information on an individual student, click on the student’s name. For additional information on the student, click on [Student Information] at the bottom of the page. Access to the student’s class schedule and email address is available at the bottom of the page.

4. To select a different student, click the “Back” button on the top left of your screen until you return to the Advisee List screen. Click on the name of the student you wish to view.

5. Be sure to click on [exit] on the upper right corner of your screen and close your browser when finished.

Access to Class Lists

Once you’re logged in, click on the option: Faculty & Advisors.

1. Select Detail Class List or Summary Class List. You can also select Class List: Student Photos and see a photo of each student. You will be prompted for the Term Selection if you have not previously entered this information. If prompted, select the term you wish to view and click on Submit. You will then be prompted for the Course Registration Number (CRN). Select the class you wish to view and click on Submit CRN.

2. To print your class list, refer to Step 3 in Access to Advisee Lists above.

3. To view information on an individual student, follow Step 4 in Access to Advisee Lists above.

4. Be sure to click on [exit] on the upper right corner of your screen and close your browser when finished.

Access to Course Load Information

Once you’re logged in, click on the option: Faculty & Advisors.

1. Click on Course Offering by Term/Subject. Select the Term and Subject that you wish to view, then click on Show Course Offerings. You will be presented with a list of all courses for the Term and Subject that you selected. Under the column heading “Enrl/Max” is listed the current number of enrolled students and the maximum number of students allowed in the class. To choose another subject, click on the “Back” button to return to the previous screen.

2. To print the course offerings, refer to Step 3 in Access to Advisee Lists above.

3. Be sure to click on [exit] on the upper right corner of your screen and close your browser when finished.

SYLLABI

Required Disclosures

Each instructor is expected to distribute to students, on or about the first class, a written syllabus for the course. That syllabus must explain the rules by which the course will be conducted and pursuant to which the students will be evaluated. Thus, it must indicate the number of graded assignments and describe the nature and relative weight of each. Similarly, faculty who wish to take class participation and performance into account when awarding final course grades must disclose both that fact and the manner in which such adjustments will be computed in the syllabus. Many faculty make reference to the attendance policy stated in the University Undergraduate Catalogue under Academic Citizenship as well.

In addition, syllabi must include information on contacting the instructor during non-office hours. This could be through email, phone message, and so on. Most syllabi also outline the assignments for the entire semester. This allows students who wish to read ahead to do so. More importantly, it can help outline the course for the students. Faculty teaching a course for the first time may find it impossible to do this, but efforts should be made to map out the course well in advance and to give the students as much notice as possible about the upcoming assignments. Samples of particularly effective syllabi may be obtained from the Department Chair.
Office Hours

Every full-time faculty member must be available for consultation with students during a minimum of four hours per week. These hours are to be posted at the entrance to the faculty member’s office. Your Dean’s Office may also request this information.

[SEE APPENDIX A]

THE CLASSROOM

Academic Honesty Policy

The University has an Academic Honesty Policy to which students are expected to adhere. The policy can be found at http://guweb.gonzaga.edu/AVP-Office/AcademicHonestyPolicy2002.pdf

Associate Dean, Matt Bahr keeps records of students who violate the Academic Honesty Policy and can assist you in determining how to handle these cases. bahr@gonzaga.edu.

[SEE APPENDIX B]

Course Evaluations

Students evaluate every course at or near the end of the semester. Evaluation forms are online through Zagweb. Students have access to the evaluation forms the last two weeks of each term. To encourage student participation in completing the online evaluations, consider some of the following suggestions.

1. Put on-line evaluations on your syllabus.
2. Explain why they matter to you and how you make use of them.
3. During the two-week window:
   a. Tell students the dates for on-line evaluation availability.
   b. Remind them periodically (remember that while you cannot know who has filled out the forms, you can always tell how many members of the class have done so).
   c. Remember that it’s easy to send out a mass reminder through Blackboard
4. Take your class to a computer lab and have them fill out the form.
5. Have your students bring laptops to class and fill them out on a specific date and time.

To avoid any appearance of impropriety, faculty are not allowed access to the evaluations until final grades for the course are submitted to the Registrar.

Change of Grade

Change of Grade Forms can be obtained from the Registrar’s Office or Dean’s Office. The completed form, including student's ID number, the section title, the course number and the semester/year the course was taken is submitted to the Dean for approval. Once approved, the Change of Grade Form will then be forwarded to the Registrar's Office.

Attendance

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. This policy stipulates that the maximum allowable absence is two (2) class hours (100 minutes) for each class credit. For the three-credit class the maximum absence is, therefore,
six (6) 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 appropriate grade for excessive absence is \( V \), which has the same effect as an \( F \) and is counted in the GPA.

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.

**Faculty-Initiated Course Drops**

To provide enrollment space for others, students who do not attend first class meetings of course sections are subject to being dropped at the discretion of the professors. Professors will submit a list of students and their ID number to the Dean, who, upon approval, will notify the Registrar to drop students from course sections. Faculty-initiated drops must be done the first day the class meets. **Faculty must notify the dropped students in writing.**

Students should contact professors or teaching departments if they plan to be absent the first day of course sections.

**Audits**

Audits are for students who want to sit in on a class, but do not want to receive credit or a grade. Students register for audits before the semester begins, or, at the latest, during the add-drop period at the beginning of the semester. Students cannot switch to audits after they have committed to taking a class for credit. An audit is not a substitution for a withdrawal. You may, at your discretion, allow a student who has withdrawn from a class to continue to attend. However, out of respect for honesty in academic records, the withdrawal must be recorded for what it is.

**Confidentiality**

Student information and records are governed by the Family Educational Rights and Privacy Act (FERPA). This act establishes criteria for access to and release of student records, posting of grades, and returning student work. Some aspects of FERPA are listed below.

The following information is considered "directory information," and therefore open to the public unless the student has asked for an information restriction status in the Registrar's Office:

- Student's Name
- Local Address and Telephone Number
- Permanent Address and Telephone Number
- Place of Birth
- Major Field of Study
- Dates of Attendance (Current and Past)
- Full or Part Time Enrollment Status
- Year in School (Class)
- Degree(s) Received
- Scholastic Honors and Awards Received
- Other Educational Institutions Attended
If a student's parent calls you to inquire about grades or other non-directory information for their son or daughter, there are only two ways in which you can disclose information without violating the law:

1. To have a signed consent statement from the student on file with the Registrar’s Office giving permission to disclose information. This consent should contain specifics as to what information can be released.

2. If the student is claimed as a dependent on the parent's tax return for the immediately preceding year. In this case, the parents may have access to all information. However, you cannot simply take the parent's word for the fact that the child is being claimed. It **MUST** be certified through the information on file in the Financial Aid Office or by seeing a copy of the parent's signed 1040 for the previous year.

Please keep in mind that each of us should use discretion in the release of information to parents. If either of the above criteria is met, the law simply states that we may release information, not that we are obligated to release it. Each case needs to be considered carefully and dealt with on an individual basis.

This may seem very cumbersome when all you are trying to do is assist a parent who is concerned about their son or daughter. However, keep in mind that there are some students who, for very legitimate reasons, do not want their parents or others to have any information. Also, it is important to remember that you should be encouraging dialogue between parents and their son or daughter rather than acting as an intermediary.

**Returning Written Work**

When returning written work to students, **you are in significant violation of the law if you simply leave papers in a box or on a table in the hall.** The students' work in this case is open to anyone passing by who would like to look at it.

**Grades Posted on Doors**

Grades are not to be posted by social security/ID numbers or any other method where it is possible to identify an individual's grades. With small classes it becomes easy to identify who has what grade by process of elimination since ID's are given in alphabetical order. If some type of random number system is used, grades can be posted.

**Grades Given Out Over the Telephone**

Grades should not be given out over the telephone or via email. Students can look at their grades through their personal Zagweb account or go to the Registrar’s Office and present their picture ID in person to obtain grade information. If they have a hold on the record, the information is not given.

Please contact Shari Rasmussen, Associate Registrar, at ext. 6597, or via email at rasmussen@gu.gonzaga.edu with any questions or concerns that you have.
Canceling/Rescheduling/Moving Class

Classes should be on time and should not be dismissed before the end of the period without good reason. Although faculty members should avoid canceling class whenever possible, occasionally it is unavoidable. When it is necessary to cancel class, faculty are encouraged to give as much advance notice as possible. If the cancellation occurs after the previous class, so that the instructor was unable to inform the students directly, the instructor should inform the faculty assistant or Department Chair (or the Dean’s Office, if they are not available). A notice will be posted on your classroom.

Because of limited availability of classrooms, any faculty member who desires to move a course into a classroom, other than the one to which it was assigned within the first two (2) weeks of either fall or spring semester, must first obtain permission from the Academic Curriculum Specialist in the Registrar's Office at ext. 6506. After the first two weeks of a semester, contact Campus Services at ext. 6854. The Registrar's Office authorizes room rescheduling/moving requests for the entire duration of the summer sessions.

Locked Classroom

If your classroom is locked when you are scheduled to teach, contact Campus Security at ext. 2222 to unlock the door. Campus Security is available 24 hours daily, including weekends. If ext. 2222 is busy, call the Gonzaga Operator at ext. 0 and s/he will contact Campus Security for you. If you are calling from off campus, the Gonzaga Operator can be reached at 328-4220.

Media Classrooms

Most classrooms are equipped with media equipment. The classrooms are unlocked at 7:30 a.m. and locked at 9:30 p.m. Monday through Friday.

If you have questions about the equipment in the classroom, please contact the Central Computing Help Desk at ext. 5550.

Late Drops and Withdrawals

The last day to drop a class is typically during the second week of the semester. Once the add/drop period has ended and a student wishes to drop a class the student must fill out an “Appeal to Drop a Course After the University Deadline” form. That form must be signed by the student’s advisor and the professor. The Dean’s Office does not automatically approve late drops. THERE MUST BE EXTENUATING OR UNUSUAL CIRCUMSTANCES TO WARRANT THE DROP (not simply because the student does not want a “W” - Withdrawal on their transcript). If approved, the drop completely takes the course off the student’s transcript. In addition, the last day to withdraw from a course (with no special permission or fees) is typically well after mid-term grades have come out. After the last day to withdraw, students must fill out an “Appeal to Withdraw From a Course After the University Deadline” form. Again, these are not automatically approved and they need the approval of the advisor and professor in addition to the Dean. THE STUDENT MUST DEMONstrate EXTENUATING OR UNUSUAL CIRCUMSTANCES TO WARRANT THE WITHDRAWAL AT SUCH A LATE DATE. The Dean’s Office reserves the right to ask for documentation in order to make a decision. If approved, the withdrawal will appear on the student’s transcript. Please contact Associate Dean, Matt Bahr with questions regarding late withdrawal and late drop requests at ext. 5952 or bahr@gonzaga.edu.
STUDENT COMMUNICATION

Advising

First year faculty are typically not assigned student advisees. However in their second year, faculty will normally be assigned up to 25 students in accordance with the current policy in the College of Arts and Sciences. Training will be provided to new advisors by the Center for Teaching & Advising (CTA). Questions about advising can be directed to Matt Bahr, Associate Dean of Arts and Sciences ext. 5952 or the CTA at ext. 6953.

Locating Information and/or Contacting a Student

The University has an online system (Zagweb) that allows faculty to obtain general student information about students registered for their classes and advisees. Zagweb enables faculty to access such information as class rosters, permanent and local addresses and phone numbers, pictures, and transcripts. A pin number must be acquired in order to have access to the Zagweb system. Contact Carol Huston in the Registrar’s Office at ext. 6594. Training is not required, but if you would like some guidance, call the Training Specialist at ext. 6878 to schedule an appointment.

EXAMINATIONS AND GRADING

Last Week of the Semester

Gonzaga operates on a sixteen-week semester academic calendar. The schedule for the last week of the semester (the 16th week) is established by the Registrar and it consists of two-hour meeting times, Tuesday through Friday. All classes, except labs, are expected to meet during the 16th week, whether or not a final examination is given. In courses other than labs where finals are given, the final is to be given in the 16th week. The Saturday through Monday preceding the 16th week of the semester are designated study/reading days. No classes will be held on Monday and no exams may be given.

This policy means that ‘Prep Week’ has been eliminated and no restrictions are in place for the 15th week of the semester with respect to assignments, projects, or tests. This week is to be considered like any other week of the term.

Mid-semester Grades/Exams

Mid-semester exams are still the option of the professor, but each undergraduate faculty member must assign mid-semester grades, based on performance. In the past, the Academic Council has discussed this matter and expressed its support for this practice. Younger students particularly, and those returning from a long absence can benefit from this early "temperature taking." Our students deserve this extra attention which remains as one of Gonzaga's distinguishing hallmarks.

Both mid-term and final grades are due in the Registrar’s Office by the dates specified on the Academic Calendar. Grades must be submitted electronically via Zagweb.

Grade Submittal

Final grades are due via Zagweb by 4:00 pm on the Tuesday immediately following Finals Week.
“I” grades – Incomplete grades are issued at the discretion of the instructor when a student with a legitimate reason does not complete all course work during the session in which it was offered. Provisional grades should be submitted for each “I” grade issued to the Registrar’s Office using the link on Zagweb. A provisional grade is the grade a student will earn if no additional work is submitted. If the faculty member fails to submit a provisional grade, a grade of “F” will be issued by the Registrar’s Office. All incomplete grades not changed to new final grades 30 days into the following semester will be converted to the provisional grades or the grade of “F” by the Registrar’s Office. If the student completes the course work, a Change of Grade form needs to be processed to remove the incomplete.

“IP” grades – In Progress grades are issued for courses that extend beyond designated term dates (Internships, Research, Comprehensive Exams, Thesis, Dissertation, and Proposal Seminar). Once the course is completed and graded, the Change of Grade form needs to be processed. If a grade is not submitted within one year an “IP” automatically becomes a “W”.

“RD” grades - Report Delayed grades are issued by the Registrar’s Office when a faculty member fails to submit final grades by the deadline. After RD grades are entered, a Change of Grade form is required.

If you have any questions concerning entering grades, please contact the Registrar’s Office at ext. 6592.

Zagweb Instructions: Entering Grades Via Zagweb


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

1. Login to secure area (see page 10).
2. Select Faculty & Advisors
3. Select Mid Term Grades or Final Grades
4. Select the Term and click the Submit button.
5. Select the CRN and click the Submit button.
6. Enter appropriate grades. Note: Instructors are not required to enter all grades in the same web session.
7. Click on Submit Changes button. Changes may be entered by the instructor until grades are rolled into academic history by the Registrar’s Office.

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

For classes with more than 99 students, enter and submit the first 99 grades. At the bottom of the page, click 99- ? until all grades are entered. You must click Submit Changes on each page.

Repeat steps 3-7 until all grades are entered for all your courses.

Provisional grades are required for all ‘I’ grades. Click Email Provisional Grades from the Faculty & Advisor Menu. Enter into body of the email course subject and number, student name and ID number, provisional grade and outstanding assignments. Click Send to submit to the Registrar’s Office.
Mid-term grades are delivered to the academic advisors only. They are not available for student viewing on Zagweb. Advisors must meet personally with their advisees to give them their mid-term grades and have an appointment to discuss their schedule for the next semester. In conjunction with the advising session to plan for the next semester, advisors should remove the student Advisor Release Hold through Zagweb so students will be able to register for classes. Do not release the hold without meeting with your advisees.

**Final Examinations**

Final examinations are held at the end of each semester. Final examination times can be found on the following web page: [http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Registrar/ExaminationSchedule/default.asp](http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Registrar/ExaminationSchedule/default.asp)

Students making their travel arrangements for the end of each semester must take into account these final examination times. Final examination schedules must be adhered to and may not be changed without authorization by the Dean. If you are changing the time of a final exam or considering rescheduling an exam for an individual student whether because of conflicts with other exams, for medical reasons, or due to some other emergency, please contact Carolyn von Muller, Assistant to the Dean at vonmuller@gonzaga.edu to obtain approval.

For further information, please see the Gonzaga University Faculty Handbook: Policies and Procedures, Section 314.05 (pages 3-25).

**Disability Resources, Education, & Access Management: "DREAM"**

DREAM is dedicated to facilitating and co-creating a welcoming and equal opportunity environment for persons with disabilities. To that end DREAM offers resources, education, and access management to the University community as a whole. DREAM offices are located in 203 Foley Center, ext. 4134.

All academic accommodations are determined on an individual basis. DREAM determines appropriate accommodations by reviewing documentation, interviewing the student, and determining if the requested accommodation is reasonable. Services are either provided by the DREAM office or by the individual professor.

Services **may** consist of one or more of the following:

**Enrollment Assistance:**
- Priority registration

**Reduced Course Load**
- Orientation to campus
- Classroom Relocation

**Classroom Accommodations:**
- Sign Language Interpreter
- Note taker
- Attendance Policy Flexibility
- Modified Furniture
- Magnification systems
Alternative Media:
- Textbooks in alternative formats
- Large print or Braille materials

Adaptive Technology:
- Screen magnification systems
- FM systems
- Training in use of text to speech programs
- Training in use of speech to text technology
- Captioning

Alternative Testing:
- Extended time
- Distraction reduced environment
- Alternative answer sheets
- Reader or use of text to speech software
- Scribe or use of speech to text software
- Use of computer for essay

For more information for faculty see the DREAM website at: http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Disability-Resources-Education-and-Access-Management/Faculty-Resources/default.asp

FACULTY DEVELOPMENT FUNDS

The following policies regarding Faculty Development Funds are subject to University Budget Policies and budget constraints on an annual basis.

Tenure-track faculty: eligible to apply for up to $350.00 a year to support their research and publications.

In order to be reimbursed for Faculty Development Funds, the tenure-track faculty member must complete a payment voucher and attach original receipts for reimbursement, or complete a purchase requisition to order the items. The paperwork is then submitted to the Department Chair for approval. The Department Chair’s signature must appear on the payment voucher or requisition form approving the request as a qualified research or publication expense. The request is then submitted to Betsy Miranda, Secretary, ext. 6603, Dean’s Office, AD Box 89 for processing.

Please note: (1) Gonzaga University is required to pay tax on all items purchased. If you purchase items on the internet (which typically does not include tax unless you choose the option), you will need to allow funds to cover this out of your $350 allotment. Tax on dues, memberships, or newspapers is not required. (2) If you are requesting reimbursement for more than one item and you did not pay tax, you will need to fill out and submit a Faculty Development Funds form (available in the Dean’s Office), in addition to the Reimbursement Request form. (3) If you are submitting receipts for multiple items totaling more than $350, you must indicate those items for which you are requesting reimbursement. The Dean’s Office is unable to make this determination for you, and your reimbursement will not be processed until you have done so.

Policies on Faculty Development Funds are subject to University Budget Policies and budget constraints on an annual basis. Check with your Department Chair to obtain information regarding faculty travel policies and other faculty development opportunities.
FACULTY TRAVEL

The College of Arts and Sciences encourages faculty to be professionally active. To that end, the College provides funds to support professional travel. Because funds are limited, it is necessary to establish guidelines to allocate the budget fairly. The Travel Policy is determined by the Dean, in consultation with the Department Chairs, the Budget Officer, and the Associate Deans, and is updated annually. It is subject to University Budget Policies and annual budget constraints.

Within limits of the budget, the College will guarantee $1,200.00 per year, and pay approved expenses for each tenured or tenure-track faculty member. Approval is contingent on participation in professional meetings (presentation of a paper or poster, chairing a committee or panel, or participation as an officer). Reimbursement is contingent on presenting evidence of such participation. Trip costs in excess of the approved amount are the faculty member’s responsibility. These funds are not transferrable.

The funds will continue to be administered by Gene Duenas, Budget & Personnel Officer, ext. 6685, duenase@gonzaga.edu. Faculty will work with Department Faculty Assistants to make travel arrangements and to process reimbursements.

Procedures for faculty travel are as follows:

1. For planning purposes, Department Chairs ask faculty to submit their travel plans to them twice per year. The fiscal year runs from June 1-May 31. The first deadline to declare intent to travel is May 1 (for travel between June and December). The second deadline is December 1 (for travel between January and May). Note that declaring intent means submitting a simple notification to the Department Chair, not a Travel Funds Request Form.

2. As soon as faculty confirm travel plans (i.e. acceptance of proposed participation), they need to work with the faculty assistants to submit a Travel Funds Request form to ensure the best fares can be secured, and early bird registration can be obtained. Abstract and acceptance documentation need to be turned in with the request. Once the request has been approved by the Dean, the travel arrangements can be made. The faculty member will be notified of approval or denial by email and receive the original signed request in campus mail. This is subject to change when we move to the Concur online system.

3. Airfare can be purchased through any online travel site and paid for by the faculty member, or it can be purchased through Travel Leaders with a purchase order. (When Concur is implemented, airfare will need to be booked with Anthony’s or through Concur.) Until that time, airfare purchased by the faculty member can be reimbursed, together with any conference registration fees, prior to the planned travel date. A completed reimbursement request form and the necessary documentation including receipts showing method of payment is to be submitted to the Dean’s office for processing.

4. After the faculty member has returned, a Reimbursement Request must be prepared and submitted for the remaining travel funds expenses. This would include hotel fees, excess baggage fees, ground transportation, meal per diem and any other approved funds not previously reimbursed. As with any reimbursement, original itemized receipts showing method of payment must be included, other than receipts for meals. Faculty assistants are able to assist with Reimbursement Request preparation.

5. If the travel is funded wholly or in part from a source other than the College faculty travel budget, such as a grant, include the amount and an account number when completing both the Travel Request Form and the Reimbursement Request.
Things to Note:

- College reimbursements are for the duration of the conference only.
- Maximum lodging allowance is $500 per request, up to $600 for high-cost localities.
- Maximum ground transportation (bus, taxi) is $100 per request and must be included on the Travel Request Form.
- As per University Guidelines, maximum **per diem** for meals is $35 per day for three meals; fewer than three meals per day will result in a partial per diem. Reimbursement in excess of this amount requires Dean’s approval.
- Reimbursement will not exceed the total approved amount.
- Requests for reimbursements must include original receipts (itemized) and show the **method of payment**. Receipts are not necessary for **per diem** reimbursements.
- The College will not reimburse expenses for alcoholic beverages.
- Reimbursement for mileage is currently $0.56 cents; mileage reimbursement will be subject to the lesser of the airfare price or mileage calculation. The reimbursement for mileage is in accordance with the mileage rate as defined by the IRS and changes every year on January 1.

Additional Reimbursements:

- If they so desire, **tenure-track** faculty members can use the $350 of Faculty Development Funds for professional travel. Be sure to indicate this on the Travel Funds Request.
- In early February of each year, after faculty members have declared their intent to travel for the remainder of the Academic Year, travel funds will be pooled by the College. Requests for additional funding will be reviewed at that time, as they fall within the limits described above (participation in professional meetings, etc.). **Every attempt to fully fund faculty travel, even in excess of the $1,200 and within budget, will be made.**

For more information, see:


IRS guidelines - [http://www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877)

Please contact Kara Valle ext. 3886 or valle@gonzaga.edu for additional information or questions, or to obtain needed forms.
# Academic Calendar (2017 - 2018)

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

<table>
<thead>
<tr>
<th>FALL SEMESTER 2017</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>New Faculty Orientation</td>
<td>Thursday, August 17 and Friday, August 18</td>
</tr>
<tr>
<td>Fall Faculty Conference</td>
<td>Thursday, August 24 and Friday, August 25</td>
</tr>
<tr>
<td>Residence Halls Open (New Students)</td>
<td>Friday, August 25 and Saturday, August 26</td>
</tr>
<tr>
<td>Residence Halls Open (Returning Students)</td>
<td>Sunday, August 27</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>Friday, August 25 – Monday, August 28</td>
</tr>
<tr>
<td>President’s Reception and Welcome Mass</td>
<td>Sunday, August 27</td>
</tr>
<tr>
<td>Academic Convocation</td>
<td>Monday, August 28</td>
</tr>
<tr>
<td>New Students Meet with Assigned Advisors</td>
<td>Monday, August 28</td>
</tr>
<tr>
<td>Monday ONLY Classes Begin</td>
<td>Monday, August 28</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Tuesday, August 29</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 4</td>
</tr>
<tr>
<td>Last Day to Add</td>
<td>Wednesday, September 6</td>
</tr>
<tr>
<td>Last Day to Drop</td>
<td>Friday, September 8</td>
</tr>
<tr>
<td>Mass of the Holy Spirit (Morning)</td>
<td>Wednesday, September 13 (Classes canceled)</td>
</tr>
<tr>
<td>Learning Outcomes Assessment Day (Afternoon)</td>
<td></td>
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<tr>
<td>Incompletes Revert to Provisional Grades</td>
<td>Friday, September 29</td>
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<tr>
<td>Zag Fam Weekend</td>
<td>Friday, October 6 – Sunday, October 8</td>
</tr>
<tr>
<td>Founder’s Day Holiday</td>
<td>Monday, October 23</td>
</tr>
<tr>
<td>Mid-Semester Grades Due in Registrar’s Office</td>
<td>Tuesday, October 24</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Course</td>
<td>Friday, November 10</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Wednesday, November 22 – Friday, November 24</td>
</tr>
<tr>
<td>Reading/Study Days</td>
<td>Saturday, December 9 through Monday, December 11</td>
</tr>
<tr>
<td>Last Week of the Semester</td>
<td>Tuesday, December 12 – Friday, December 15</td>
</tr>
<tr>
<td>Christmas Holiday Begins</td>
<td>Monday, December 18</td>
</tr>
<tr>
<td>Grades Due in Registrar’s Office</td>
<td>Wednesday, December 20</td>
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<tr>
<td>SPRING SEMESTER 2018</td>
<td>DATE</td>
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<tr>
<td>Residence Halls Open</td>
<td>Sunday, January 14</td>
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<tr>
<td>Martin Luther King, Jr., Holiday</td>
<td>Monday, January 15</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>Tuesday, January 16</td>
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<tr>
<td>Spring Faculty Conference</td>
<td>Tuesday, January 16</td>
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<tr>
<td>Classes Begin</td>
<td>Wednesday, January 17</td>
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<tr>
<td>Last Day to Add</td>
<td>Wednesday, January 24</td>
</tr>
<tr>
<td>Last Day to Drop</td>
<td>Friday, January 26</td>
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<tr>
<td>Incompletes Revert to Provisional Grades</td>
<td>Friday, February 16</td>
</tr>
<tr>
<td>President’s Day Holiday</td>
<td>Monday, February 19</td>
</tr>
<tr>
<td>Spring Vacation</td>
<td>Monday, March 12 - Friday, March 16</td>
</tr>
<tr>
<td>Mid-semester Grades Due in Registrar’s Office</td>
<td>Tuesday, March 13</td>
</tr>
<tr>
<td>Last Day to Withdraw from a Course</td>
<td>Thursday, March 29</td>
</tr>
<tr>
<td>Good Friday Holiday</td>
<td>Friday, March 30</td>
</tr>
<tr>
<td>Easter Holiday</td>
<td>Monday, April 2</td>
</tr>
<tr>
<td>Academic Honors Convocation</td>
<td>Tuesday, April 24 (Process 3:15pm, Ceremony 3:30pm)</td>
</tr>
<tr>
<td>Reading/Study Days</td>
<td>Saturday, May 5 – Monday, May 7</td>
</tr>
<tr>
<td>Last Week of Semester</td>
<td>Tuesday, May 8 - Friday, May 11</td>
</tr>
<tr>
<td>Commencement Mass</td>
<td>Saturday, May 12</td>
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<tr>
<td>Graduate School Commencement</td>
<td>Saturday, May 12</td>
</tr>
<tr>
<td>Undergraduate Commencement</td>
<td>Sunday, May 13</td>
</tr>
<tr>
<td>Grades Due in Registrar’s Office</td>
<td>Wednesday, May 16</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER</th>
<th>DATE</th>
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<tbody>
<tr>
<td>First Session Begins</td>
<td>Monday, May 21</td>
</tr>
<tr>
<td>First Session Ends</td>
<td>Friday, June 29</td>
</tr>
<tr>
<td>Second Session Begins</td>
<td>Monday, July 2</td>
</tr>
<tr>
<td>Second Session Ends</td>
<td>Friday, August 10</td>
</tr>
<tr>
<td>Summer Begins</td>
<td>Monday, May 21</td>
</tr>
<tr>
<td>Summer Ends</td>
<td>Friday, August 10</td>
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</table>
APPENDIX A

COLLEGE OF ARTS AND SCIENCES
PROPOSED LANGUAGE TO INCLUDE ON COURSE SYLLABI

A NOTE ON HARASSMENT, DISCRIMINATION AND SEXUAL MISCONDUCT:

Consistent with its mission, Gonzaga seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and Gonzaga’s policy prohibit harassment, discrimination and sexual misconduct. Gonzaga encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to someone from the Campus and Local Resources list found in the Student Handbook: www.gonzaga.edu/studenthandbook about what happened so they can get the support they need and Gonzaga can respond appropriately. There are both confidential and non-confidential resources and reporting options available to you. Gonzaga is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please visit the following websites: www.gonzaga.edu/eo and www.gonzaga.edu/titleix.

NOTICE TO STUDENTS WITH DISABILITIES/MEDICAL CONDITIONS:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability/medical condition requiring an accommodation, please call or visit the Disability Resources, Education and Access Management (DREAM) office (room 209 Foley Library).

CLASS ATTENDANCE:

I follow strictly the university’s standard policy on absences: the maximum allowable absence is two class hours (100 minutes) for each class credit. For a three-credit class meeting three times a week, the maximum number of absences allowed is six. For a three-credit class meeting twice a week, the maximum number of absences allowed is four. The grade for excessive absences is “V”, which has the same effect as “F” (Fail) and is counted in the GPA. (See also “Class Attendance Policy” on page 68 of the University’s online catalogue: http://www.gonzaga.edu/catalogues/PDF-archive/2014-2015UGCatalogue.pdf)

ACADEMIC HONESTY:

Academic honesty is expected of all Gonzaga University students. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and theft. Any student found guilty of academic dishonesty is subject to disciplinary action, which may include, but is not limited to, (1) a failing grade for the test or assignment in question, (2) a failing grade for the course, or (3) a recommendation for dismissal from the University. (See also “Academic Honesty” on page 67 of the University’s online catalogue: http://www.gonzaga.edu/catalogues/PDF-archive/2014-2015UGCatalogue.pdf)

COURSE EVALUATION:

At Gonzaga, we take teaching seriously, and we ask our students to evaluate their courses and instructors so that we can provide the best possible learning experience. In that spirit, we ask students to give us feedback on their classroom experience near the end of the semester. I will ask you to take a few minutes then to carry out course/instructor evaluation on-line. Please know that I appreciate your participation in this process. This is a vital part of our efforts at Gonzaga to improve continually our teaching, our academic programs, and our entire educational effort.
## COLLEGE OF ARTS AND SCIENCES
### SYLLABUS CHECKLIST

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
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<tbody>
<tr>
<td>Name of instructor</td>
<td></td>
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<tr>
<td>Course title and number</td>
<td></td>
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<tr>
<td>Office phone number</td>
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<tr>
<td>E-mail address</td>
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<tr>
<td>Office number and building</td>
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<tr>
<td>Office hours</td>
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<tr>
<td>Course description</td>
<td></td>
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<tr>
<td>Course learning outcomes</td>
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<tr>
<td>Graded activity</td>
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<tr>
<td>_specific dates of assignments</td>
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<td>_nature of assignments</td>
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<td>_assignment weight</td>
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<tr>
<td>_preferred methods of scholarly citations (optional)</td>
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<tr>
<td>Supplies (if applicable)</td>
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<tr>
<td>Texts/readings (if applicable)</td>
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<tr>
<td>Course schedule</td>
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<tr>
<td>Policies</td>
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<tr>
<td>_late work</td>
<td></td>
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<tr>
<td>_missed exams</td>
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<tr>
<td>_Title IX</td>
<td></td>
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<tr>
<td>_notice to students with disabilities</td>
<td></td>
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<tr>
<td>_plagiarism/academic honesty</td>
<td></td>
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<tr>
<td>_attendance &amp; tardiness</td>
<td></td>
</tr>
<tr>
<td>_course evaluations</td>
<td></td>
</tr>
<tr>
<td>_classroom etiquette (optional)</td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX B

### ACADEMIC HONESTY POLICY

**Procedural Checklist**

<table>
<thead>
<tr>
<th><strong>INFORMAL PROCESS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor suspects/is convinced violation has occurred</td>
<td>☐</td>
</tr>
<tr>
<td>Instructor arranges for discussion with student and Department Chair/Dean</td>
<td>☐</td>
</tr>
<tr>
<td>If there is an agreement, written report completed and submitted to the Chair/Dean.</td>
<td>☐</td>
</tr>
<tr>
<td>Department Chair/Dean agree to resolution/sanction</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FORMAL PROCESS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If the informal process fails to reach a mutually acceptable agreement, faculty/Chair will note this and submit a formal allegation of academic dishonesty in writing to the Chair/Dean.</td>
<td>☐</td>
</tr>
<tr>
<td>Chair/Dean will notify the student of the charge, in writing, within 5 working days</td>
<td>☐</td>
</tr>
<tr>
<td>Student must meet with Chair/Dean within 5 working days of receiving notice</td>
<td>☐</td>
</tr>
<tr>
<td>Student meeting: Chair/Dean must, (1) ask student if they understand the allegations and evidence, (2) inform the student if violation is determined to have occurred it may become known by prospective employers, graduate schools etc. and (3) offer the student a choice of resolving the matter immediately with the student’s consent or the student may have 5 more days to reflect on the matter (without jeopardy) before the Dean/Chair reaches a conclusion.</td>
<td>☐</td>
</tr>
<tr>
<td>Chair/Dean determines whether allegation is supported by the evidence</td>
<td>☐</td>
</tr>
</tbody>
</table>

If academic dishonesty is determined to have occurred, Chair/Dean will determine the appropriate penalty. Depending on the quality of the evidence, severity of the alleged infractions, and whether or not it is a repeated offense a recommended penalty will be made by the instructor who discovers the violation.

- **Consider the evidence**
- **A warning may be given**
- **Penalties may also include a grade of zero on an assignment, F in the course, loss of institutional financial aid, suspension or expulsion from the University.**

Notify the student notified in writing, with written report and copies sent to the Dean of the student’s school, Academic Vice President and Office of Student Development.
Academic Honesty Violation Report Form
College of Arts and Sciences
Gonzaga University

Course_____________Semester_________Report Date_______Incident Date_______

Student Name:__________________________________________

Faculty Name:__________________________________________

In the space below, briefly describe the circumstances that have led you to believe that a violation of Gonzaga University’s academic policy may have occurred (if necessary, you may include attachments).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

1. Faculty/Department Chair (or Dean) meeting to discuss the infraction and any appropriate penalty.
2. Student meeting with Faculty/Department Chair (or Dean) to discuss the violation and penalty.

In the space below, describe the resolution/penalty imposed:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ Student has been advised that they may appeal this to the Academic Vice President for consideration by the Academic Honor Review Board

Student signature:__________________________________________

Faculty signature:__________________________________________

Department Chair/Dean signature:______________________________________