



**PART-TIME
FACULTY
MANUAL**

2011-2012

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MISSOURI WESTERN STATE UNIVERSITY

PART-TIME FACULTY MANUAL

UNIVERSITY ORGANIZATION

Introduction

The part-time faculty member is an integral component of the academic delivery system at Missouri Western State University. The University, therefore, is committed to identifying and employing the most qualified individuals available to supplement the full-time teaching staff. The utilization of part-time faculty members with specialized expertise allows the institution to maintain flexibility in meeting student needs.

Part-time faculty members, because of their unique employment relationships with the University, have particular responsibilities, rights, and privileges. This document is designed to provide information about the University and define the general responsibilities, rights, and privileges pertaining to part-time employment at Missouri Western State University. A part-time faculty member may be requested by the supervising department Chairperson or College Dean to complete tasks additional to those listed in this manual.

Mission Statement

Missouri Western State University is a public, state-supported institution providing a blend of traditional liberal arts and sciences and career-oriented degree programs. MWSU is authorized under Missouri statute to offer associate and baccalaureate degrees as well as certificate programs. Pre-professional programs, programs for transfer students, continuing education opportunities, and self-enrichment courses are also offered. The University, based in a metropolitan region, serves both traditional and nontraditional students.

Missouri Western State University continues to honor its tradition of open access, believing that citizens should have the opportunity to pursue higher education. The University is committed to academic excellence and quality teaching, and provides a variety of special offerings, ranging from academic assistance to programs for honors students, all designed to meet the diverse needs of students. All students are expected to grow intellectually to meet the standards of an academic discipline and the University.

A balanced curriculum, responsive and evolving, emphasizes a well-planned general studies core, electives, and courses in majors. These educational experiences emphasize knowledge as a liberating force in one's life, enabling students to become critical thinkers, productive contributors to their society, as well as life-long learners. At Missouri Western State University, learning is viewed as a team process requiring the dedication of the students and the caring, informed guidance of well-qualified faculty and staff in a mutual pursuit of knowledge.

Accreditation

Missouri Western State University is accredited by The Higher Learning Commission, North Central Association of Colleges and Secondary Schools for the associate and baccalaureate degrees. The following are also accredited by their respective accreditation agency:

Business	The Association to Advance Collegiate Schools of Business (AACSB)
Chemistry	American Chemical Society (ACS)
Education	National Council for Accreditation of Teacher Education (NCATE)
Engineering and Technology	Technology Accreditation Commission (TAC) of Accreditation Board for Engineering and Technology (ABET)
Health Information Technology (AAS)	Commission on Accreditation for Health Informatics and Information Management (CAHIM)
Legal Assistant	American Bar Association (ABA)
Music	National Association of Schools of Music (NASM)
Nursing	Commission on Collegiate Nursing Education (CCNE)
Physical Therapist Assistant (AAS)	Commission on Accreditation in Physical Therapy Education
Social Work	Council on Social Work Education (CSWE)

(July 2010)

PART-TIME FACULTY EMPLOYMENT AND COMPENSATION

Appointment

Academic departments and schools determine their part-time faculty needs by analyzing projected class schedules and full-time staff assignments. If it is necessary to employ part-time faculty for a particular semester, the Chairperson will identify and recruit persons with the expertise and educational background necessary to teach the available classes. The Chairperson will extend a tentative verbal commitment to the part-time faculty members for a teaching assignment contingent upon the course or courses having sufficient enrollment at the subsequent registration.

At the time of initial employment, all part-time faculty members will be required to complete employment forms. The office of Human Resources, Popplewell Hall, room 117, will provide the employment documents and assistance in completing them. At this time, new employees are required to complete an I-9 form and provide proof of identification. New part-time faculty members should complete initial employment forms as soon as possible after notification of their teaching assignment. In addition to the employment forms, part-time faculty members will be required to submit to the Chairperson or College Dean an up-to-date resume. An **official transcript** documenting the part-time/adjunct faculty member's highest degree in the area where they will be teaching must be requested and sent directly to the Office of the Provost/Academic Affairs before payroll processing can occur.

Compensation

Missouri Western State University compensates part-time faculty members at the following rates per equated load hour dependent upon completion of the highest degree: \$600 for Bachelor; \$700 for Master; \$800 for Doctorate. **Official copies of transcripts for the highest degree must be received in the Office of Academic Affairs for calculation of pay.** Teaching Load hours for fall and spring semesters are calculated on the basis of 1 for 1 for each lecture class hour per week and $\frac{2}{3}$ for 1 for each laboratory hour per week. Examples: 1×3 lecture hours per week = 3 load hours; $\frac{2}{3} \times 3$ laboratory hours per week = 2 load hours.

Part-time faculty members are normally paid three times per semester. During the fall semester, payroll checks will be available in the Business Office after 10:00 a.m. on the last working day of September, October, and November. During the spring semester, checks will be available on the last working day of February, March, and April. Part-time faculty members employed for the summer session will receive checks on the last working day of June and July. Persons who desire to have their paychecks mailed to them may arrange that procedure with the Business Office by leaving a sufficient supply of self-addressed, stamped envelopes.

Fringe Benefits for Part-time Faculty

- Bookstore Discounts

The faculty and staff will receive a 20 percent discount at the Barnes and Noble Bookstore located on the MWSU campus, on most merchandise except books. Desk copies of required textbooks can be obtained from the publishers. See the Department Chairperson for the appropriate forms.

- Check Cashing

The Business Office may cash personal checks of employees up to \$25. The Business Office will not cash payroll checks.

- Holidays

The University will be closed to observe the following holidays: New Year's Day; Martin Luther King Day, Presidents' Day; Memorial Day; Independence Day; Labor Day; Fall Break (week of Thanksgiving), and December 24 through January 1.

When July 4th falls on Saturday, the Friday before will be observed. When July 4th falls on Sunday, the following Monday will be observed.

- Liability Insurance

Missouri Western State University, its agencies, officials and employees are protected from causes of action under Missouri law and all other courts of competent jurisdiction to the extent as defined by the State Legal Expense Fund, Chapter 105.711 RSMo 1986.

Any questions concerning liability issues should be directed to the Risk Manager, Popplewell Hall, room 221.

- Notary Public

When personal papers require notarization, any college employee may use a college notary free of charge. Notaries are located in the offices of Financial Aid (Eder Hall 103), Office of the Provost and VP for Academic Affairs (Popplewell 214), the Western Institute (Spratt 105) and the Business Office (Eder Hall 102).

- Retirement

Social Security is deducted from the salaries of part-time faculty members.

- Recreation Services and Facilities

All university employees may use the recreation facilities by presenting their employee identification card, accompanied by their immediate family or one guest. Dependents under the age of 16 must be accompanied by the valid ID holder. Facilities and services available include the use of the Fitness Center, arena and gymnasium, racquetball courts, swimming pool, trap range, walking trail, and equipment check-out program. The use of college facilities is dependent on availability. Operation hours may vary due to classes, athletics and special events, etc. Available times may be found by contacting Recreation Services and Facilities.

In order to use the Fitness Equipment, you must submit a Physician's Consent form for men over the age of 45 and over and women over the age of 55 and over. No one under the age of 12 will be admitted. Individuals aged 12-15 will only be allowed to workout under the direct supervision of a parent or guardian. If an individual is under 18, he/she must have a Liability Form and a Permission for Care Form signed by his/her parents before being allowed to use the facility.

- Workers' Compensation

Missouri Western employees are covered by Workers Compensation Act of Missouri. This includes all staff groups: full-time, part-time, student, and faculty employees. Workers Compensation provides for medical expenses and partial compensation to employees affected by an occupational injury in the course of, or arising out of, employment.

All injuries must be reported within 24 hours by completing an "Injury Report for Employees" form. Before seeking medical treatment, the employee or supervisor must call Workers' Compensation authorization (1-800-624-2354) if the injury is not an emergency. The claim could be denied if treatment is not authorized. The employer is not required to pay for treatment that the employee seeks or selects without approval.

An injured employee shall be excused from work to obtain medical attention the day the accident occurs and for subsequent treatment related to that injury. Absences shall be limited to the time required to obtain the necessary medical attention, unless not released to return to work. Absences of three or more days will be deemed a FMLA (Family Medical Leave Act of 1993) qualifying absence. Refer to section Employment Policies, Absences, for additional details. The University will comply with all other state and federal requirements.

An employee with temporary restrictions due to the occupational injury may be placed on Return to Work status when the University determines reasonable accommodations can be made. The authorized treating physician will identify the employee's temporary restrictions, and determine when the employee is able to return to full work status. Injury Report Forms and questions should be directed to the Risk Manager.

PART-TIME FACULTY RESPONSIBILITIES

Academic Honesty and Student Due Process

Academic Honesty Policy

Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent classroom activity.

Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from school. When a student's grade has been affected, violations of academic honesty will be reported to the Provost or the designated representative.

Violations of Academic Honesty

Violations of academic honesty include, but are not limited to, the following activities:

1. Copying another person's work and claiming it as your own;
2. Using the work of a group of students when the assignment requires individual work;
3. Looking at or attempting to look at an examination before it is administered;
4. Using materials during an examination that are not permitted;
5. Allowing another student to take your exam for you;
6. Intentionally impeding the academic work of others;
7. Using any electronic device to transmit portions of questions or answers on an examination to other students;
8. Using any electronic device to improperly store information for an exam;
9. Knowingly furnishing false information to the University or its representatives.
10. Assisting other students in any of the acts listed above.

Definition of Plagiarism

Plagiarism is a specific kind of academic dishonesty in which you take another's ideas or words and claim them as your own. When you draw on someone else's work, you must indicate the source of that material, whether you are repeating another's words, argument or thought. Even if you paraphrase another's work and are not using the exact wording, you are still required to indicate the source of the material. This material must be clearly identified with appropriate citations. If you do not do that, you have plagiarized those materials. Any time you copy and paste any writing that is not your own for an assignment, you must use quotation marks and give the source of that material. If you cut and paste without noting what you have done, you will be guilty of plagiarism. Even if the writing is your own, if it has been used for a previous assignment that should be indicated.

Student Due Process Procedure

A student accused of academic dishonesty will first meet with the faculty member who made the allegation of academic dishonesty. If the faculty member decides academic dishonesty occurred, consequences could include giving the student a zero on the assignment, asking the student to

rewrite the assignment, or failing the student in the course. If the student's grade is affected, the faculty member must file a MWSU Academic Honesty Violation Report. If the student disagrees with the faculty member's decision, the student may submit a written appeal of that decision within 10 working days to the department chairperson and request a meeting with the department chairperson. The department chairperson will inform the faculty member that an appeal has been made, and the faculty member will have the option to submit a rebuttal form to address the student's appeal. In the event there is no assigned chairperson, the request should be made to the college or school dean. The chairperson's decision shall be provided in writing to the student and to the faculty member within 30 calendar days of the chairperson's receipt of the written appeal. If the student chooses to continue the appeal process, the appeal may be made within 10 working days to the provost or designated representative to present the case to the Academic Honesty Committee. The provost or designated representative will present the case to the Academic Honesty Committee within 10 working days of receipt of the appeal. If the appeal is made during the summer semester or intersession, it will be presented to the Committee within 10 working days from the beginning of the next regular academic semester. The Committee will base its decision on the written statements and evidence submitted by the student and the faculty member. The Committee's decision, which must be made within 30 calendar days from the date on which the committee receives the appeal, is final. The Committee will notify, in writing, the student and the faculty member of its decision. If it is determined that no violation of academic honesty has occurred, the student's alleged violation will be removed from his or her record.

Any student who has been found guilty of violating the academic honesty policy a second time will be reported by the Provost to the Dean of Student Development for disciplinary action.

Note: Please request forms from the departmental administrative assistant.

Attendance Policy

Missouri Western State University has the expectation that students should be active participants in their coursework. Regular class attendance is considered a key element of participation and an essential part of the educational experience. Specific attendance requirements for individual courses will be communicated through the course syllabus.

Checkout Procedure

At the conclusion of a semester or summer session, part-time faculty members must go through a checkout procedure with the Chairperson or, where appropriate, the College Dean. The faculty member will be required during the checkout procedure to return specified items to the appropriate offices indicated below.

Please have your MWSU faculty ID with you each time you wish to check out materials from the library. **Books checked out to faculty will now be due on May 1** of the current fiscal year. Journals, videos and other media will be checked out for 7 days only. Items may be recalled if another patron requests an item that you have checked out.

For materials not returned at the appropriate times, the new system is set to charge default prices for replacement costs as follows: books, \$60; videos, DVDs, laser discs, CDs, \$50; other media, \$25; MoDocs, Vertical File, \$10; reference, bound journals, \$100. A processing fee of \$15 per item will be added to the cost of these replacements.

Learning Resources	- Books and Other Library Materials Instructional Media Materials
Registrar and Records	- Grade Sheet(s)
Department	- Advisee Records College Tools/Equipment Course Syllabi Grade Book(s) Key(s) Records/Documents

Class Roster(s)

Class rosters are available online through the faculty member's portal. Printed rosters may be obtained through the Registrar's Office. Rosters should be reviewed often during the first week of school as schedule changes are taking place. A student not appearing on the roster should not be allowed to attend class.

Course Syllabi

Department Chairpersons are responsible for seeing that course syllabi are on file and up to date. A course syllabus shall be made available to students in each course, preferably at the first class meeting, but no later than the second class session. It is recommended that the syllabus minimally contain the following: university name; school title; department title; course prefix, number and title; room, day and time of class or laboratory meetings; instructor's name, office room number, office phone number and office hours; required or recommended texts or other required materials; course objectives; tentative course outline (list of topics to be covered); University policy statement governing academic honesty (II.A. of the *Policy Guide*); attendance expectations and any excused absence guidelines; a statement concerning students with disabilities, such as "Any student in this course who has a disability that prevents the fullest expression of abilities should contact me personally as soon as possible so that we can discuss class requirements"; assignments and activities that will contribute to the course grade (test, papers, projects, etc.); course grading policy and procedure, stated as definitively as possible. Each faculty member should realize that this grading policy may have to be defended if brought into question. Departmental Chairpersons should be aware of the grading policy for each course within their department.

Final Examination Schedule

Final exam schedules are prepared by the Registrar's Office. The final exam schedule for courses of 3 or more credits is included in the current term's Registration Guide. Other courses should adhere to the following final exam guidelines –

- All 1 and 2 credit courses will hold final examinations on the last regular class meeting prior to final examination week.
- Courses which begin at a time not listed on the final schedule will observe the final exam time of the closest previous class time listed.

- Evening class (after 4:20 p.m.) final exams will be given at their regular class time during the final examination week. Those evening classes with two meetings per week will use the first meeting for the final examination with the second meeting used at the discretion of the instructor.
- Online classes and off-schedule classes will hold final exams according to the course syllabus.
- Finals during the Summer Session, Intersession and Wintersession will be given during the last session of each class.

Faculty are expected to use the final exam period assigned for their classes as published in the Registration Guide. Any deviation must have prior approval of the department Chairperson and Dean of the College or School.

Final Grade Reports

Faculty will have access to post final grades online through their portal at least one week prior to the date that final grades are due. Grades will be due by 2:00 pm on the second business day after the last day of finals. If needed, an exception to this will be granted where final grades will be due by 2:00 pm on the first business day after the last day of finals, in order to allow the Registrar's Office two full business days to process final grades and academic standing before the campus is closed. The final grade due date will always be published in the current year academic calendar.

Grade books (computer records or hard copies) should be kept for a minimum of three years. Class materials that have not been returned to students, and that might be useful in case of a grade appeal, should be kept through the completion of the following regular semester. Faculty who leave the institution should deposit their grade books for the previous three years in their academic department office, where the grade books should be kept for three years.

Grade Appeal Procedure

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of the student academic performance are the responsibilities of the instructor delegated by this University.

The grade appeal procedure is available for the review of allegedly capricious grading or clerical error by the instructor and not for the purpose of evaluating the student's academic excellence in any particular course. Capricious grading, as that term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course;
2. The assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course;
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

Grade Change

A course grade change must be initiated by the instructor and be approved by the chairperson and

Dean of the College or School. The approved grade change must be submitted to the Registrar's Office prior to the end of the next regular (fall/spring) semester after the close of the semester in which the original grade or incomplete was awarded. After this time period, a grade change must be approved by the Admissions and Graduation Committee.

Incomplete Grades

Under certain circumstances, incomplete grades may be given at the discretion of the instructor. An incomplete grade may be given when accident, illness, death in the immediate family, or other documented circumstances beyond the student's control, prevent the student from completing some course requirements. An incomplete grade should only be considered when the majority of course requirements have been satisfied. An incomplete grade must be removed within six weeks after the first day of the next term (fall, spring, summer) of the semester in which it was received; otherwise, the grade will be recorded as "F." No extension of time beyond the allotted six weeks will be permitted. Under some conditions, however, the "F" may be changed by processing a grade change.

It is recommended that any instructor recording an incomplete grade should notify his or her department Chairperson along with sufficient information, so that should for any reason the instructor not be available during the six week period, the department Chairperson could assign the correct earned grade.

Meeting Classes

Faculty members are required to meet all scheduled classes and test periods to which they are assigned. If the faculty member will be unable to meet a class, advance notice **must be** given to the Chairperson. Classes at Missouri Western State University are scheduled at various times Monday through Saturday. Typically, lecture classes meet for 50 minutes per credit, per week. Laboratory hours are scheduled for specific time periods depending upon the course. Faculty members are expected to hold classes for the full extent of the time period allotted to ensure maximum educational benefits to students. Dismissal or rescheduling of any class session is **not** left to the discretion of the faculty member; approval **must be obtained** through the Chairperson or the College/School Dean.

Midterm Grade Reports

Mid-term grades are assigned to all students enrolled in classes for the Fall and Spring semesters. Faculty will have access to post mid-term grades online through their portal at least one week prior to the date that mid-term grades are due. Grades will be due by 2:00 pm on the mid-term grade due-date listed in the current Academic Calendar.

Strategies to Minimize Classroom Cheating

Faculty members are encouraged to use preventative strategies to minimize the problem of classroom cheating. All course syllabi should address the ramifications of cheating in the classroom. Strategies may include: utilizing alternate versions of a test; encouraging students to protect their test papers; placing students in positions throughout the room which will make cheating more difficult; and monitoring students by walking around the room during testing.

Student Appeal Process

Step One - The student must discuss the course grade fully with the instructor of the course. This must be done no later than thirty (30) calendar days into the succeeding regular academic semester, beginning with the first day of classes.

Step Two - If the student desires to appeal the grade further, he or she may utilize the departmental grade appeal procedures. Every academic unit must have a set of grade appeal procedures which are to be made available to students upon request; copies of those procedures are to be on file in the Office of the Dean of the College, the Provost/Vice President for Academic Affairs, and the Dean of Student Development. The challenge must be made in writing to the appropriate Departmental Chairperson. The appeal must be made no later than ten calendar days after the aforementioned 30-day deadline.

The Departmental Chairperson shall notify the student, in writing, of the Department's decision within 30 calendar days of receipt of the written appeal.

Step Three - If the appeal is not resolved at the departmental level, the student may appeal to the Academic Regulations and Standards Committee in accordance with their rules and regulations. This step shall be in writing no later than ten calendar days after receipt of the departmental decision. The department will forward all pertinent documents to the committee. The committee will notify, in writing, the student, instructor, and department of its decision within 30 calendar days of receipt of written appeal. The decision of the academic regulations and standards committee is final.

The grade appeal process shall be completed within the semester succeeding the awarding of the original grade.

It is the responsibility of the student to initiate the grade appeal process.

Student Evaluation of Faculty

The University uses an approved campus-wide format for student evaluation of faculty. The student evaluation provides for an assessment of teaching effectiveness and for written comments assessing strengths and areas of concern. The results of the student evaluations are provided to the faculty member as information for self-improvement and to the department Chairperson/School Dean as part of the information used in the total faculty evaluation process. For these reasons, student evaluation of faculty will take place in every class. If a department strongly feels that an additional student evaluation form would be beneficial, approval by the College Dean is required.

Administrative Procedures for Student Evaluation of Faculty

- a. The form shall be administered during the last ten regular class days of the semester but not during the final examination period. If a course meets for only part of the semester, the evaluation should take place during the last ten regular class days of the course but not during the final examination period.
- b. The results of the evaluation will be computer tabulated.

- c. The department Chairperson/School Dean in consultation with the faculty member will determine the procedure for selecting the individual (other than a student) who will administer the evaluation. **The evaluation will be administered by someone other than the instructor, preferably another faculty member.** It is anticipated that administration of the evaluation will take ten to twenty minutes in order to accommodate written comments.
- d. Classroom instructions to be read by administrator are as follows:

"Student evaluation of instructors is used for improvement of instruction and for reappointment, promotion, and tenure decisions. It is therefore important that you answer fairly and honestly. Written comments are particularly helpful to your instructor. Your evaluation will not be seen by your instructor until course grades are determined. To complete the evaluation, place an X in the appropriate boxes; please do not completely fill in any of the squares; this is used only for corrections. Do not use checkmarks as they may not be accurately recorded. You should use an ink pen, not a colored gel pen or pencil. Your signature on the form is optional."

Any additional instructions or advice that may accompany the student evaluation forms can be read to the students at the administrator's discretion.

- e. Upon completion by the students, the evaluation sheets for the class shall be placed in an envelope which has the instructor's name, course title, and course line number printed on it. The person administering the evaluation shall seal the envelope and return it to the department administrative assistant. The Instructional Media Center shall likewise return the evaluations in sealed envelopes to the department/school.
- f. The evaluation envelopes will be retained in the department/school until all departmental evaluations are complete. A check-off sheet (obtained from the Instructional Media Center) must be completed and submitted with the evaluations. A "basic analysis" for each class, for each faculty member, and for each department will be provided by the Instructional Media Center.
- g. The evaluation envelopes and request forms must be delivered to the Instructional Media Center by the second day of finals. All processed evaluation materials will be sealed in an envelope and held in the Instructional Media Center until the day after semester grades are due in the Registrar's Office. On that date or after, each department must send a representative to the Instructional Media Center to obtain and sign for the evaluation materials; they will not be mailed.
- h. The original student evaluations and an analysis will be returned to the department Chairperson/School Dean for administrative use and in order to discuss the information with the faculty for self-improvement and evaluation purposes. The Department Chairperson/School Dean will retain the computer analysis in the faculty member's evaluation file. The faculty member will be provided the original student evaluations and a copy of the computer analysis. It is the faculty member's responsibility to produce the student evaluations when needed for reappointment, promotion, and tenure purposes.

Cautionary Note in the Use of Student Evaluation Data in the Evaluation of Instruction

In evaluating instruction for the purpose of promotion, retention, tenure, and merit pay, the data obtained from student evaluations should not be used as the only criterion. Data from student evaluations should be used and interpreted in conjunction with data from other sources. The following is a partial list of other sources. This list is not meant to be exhaustive, nor is the use of any particular item obligatory. This list is not in any order of importance or preference.

- a. Course syllabi and examination.
- b. Course grade distribution.
- c. Classroom visitations.
- d. Student enrollment in faculty member's course(s) as a result of the exercise of elective options.
- e. Peer evaluation.
- f. Student performances on course-relevant examinations other than those constructed by the faculty member alone (e.g., departmentally constructed exams over subject area, nationally standardized exams.)
- g. Long-term follow up of students' subsequent use of course-relevant knowledge.
- h. Faculty member's self-evaluation.

The Chairperson, in concert with his or her department, shall determine which of these or other supplementary data will be used.

OTHER IMPORTANT POLICIES

Approval of Research on Human Subjects

MWSU has established a committee on the use of human subjects in research (CUHSR) in accordance with the guidelines established by the Public Health Service. The committee members are approved by the Vice President for Academic Affairs. The committee is comprised of the Assistant Vice President to the Vice President for Academic Affairs (chairperson), at least one scientist, at least one non-scientist, and at least one individual not otherwise associated with the University; the committee is composed of at least five members.

The MWSU CUHSR has established policies and procedures for research on human subjects. Any MWSU employee conducting research on human subjects is expected to conform to these policies (see Appendix S in the *Policy Guide*). Note that some types of research require review by the MWSU CUHSR prior to beginning the research. Institutional review of research on human subjects is required by all federal funding agencies, most other extramural funding agencies, and many professional journals. Application materials may be obtained from the Assistant Vice President to the Provost/Vice President for Academic Affairs.

Candle/Incense Policy

In the interest of the safety of our campus community and facilities, candles, incense, and other items designed to burn are prohibited in all offices and classrooms. A standing exemption to this policy shall be any laboratory situation where flames or other heat sources must be used for academic purposes within established safety guidelines. Further individual exemptions may be requested through the Director of Public Safety for ceremonial, religious, or other purposes. Decorative candles are permitted when the wick is unburned or cut off entirely.

Children in the Workplace

Missouri Western recognizes the importance of family and anticipates from time to time that employees may find it necessary to bring their child(ren) into the workplace. The University firmly believes that the workplace should not be used in lieu of a childcare provider. No employee may ask another employee nor may any employee be allowed to supervise, baby sit, watch, or in any manner exercise control over or be responsible for another employee's child(ren).

Classroom Food and Drink Policy

Food and drink (other than water) are to be consumed only in official designated areas. Designated areas include spaces associated with office suites, dining rooms, and areas with signs indicating that food and drink consumption is allowed. Such eating areas will be established in each building used for teaching with posted signs to indicate where eating is permitted. Food and drink are not allowed in carpeted classrooms, computer laboratories, and the MWSU Library. Faculty may set up a no food and drink policy in any of their classes (whether the classroom is carpeted or not). Signs will be posted in classrooms to alert people that food and drink (other than water) are not permitted. This policy shall be printed in the MWSU Student Handbook. It is the responsibility of the faculty to enforce the policy in their classrooms.

Copyright Policy

MWSU adheres to the provisions of copyright laws as set forth in Title 17 of the U.S. Code and in U.S. Public Law 94-553, General Revision of the Copyright Law as they apply to the principle of "fair use" in the areas not limited to but including photocopying of print material and sheet music and reproduction of photographic, audio, video, computer, and other electronic materials. These laws also apply to the use of print and nonprint materials as well as musical and theatrical performance.

Copyright Nonprint Production

This policy highlights nonprint production services available to Missouri Western Faculty and staff by Instructional Media. *Nonprint* refers to any photographic, audio, video or other electronic work that can be used alone or combined with other works in a multimedia presentation. Please note that although Instructional Media services are highlighted, all staff must remain cognizant of this policy and regulations regarding the incorporation of copyrighted print and nonprint materials in stand alone or multimedia presentations being developed at their own desktops.

Prior to production, Instructional Media will do a thorough search to identify other materials which have been produced in the same content area. Time will not be spent recreating content to fill a need that may be satisfied through the rental or purchase of commercially produced material. Should production be done, Instructional Media follows all copyright guidelines. Should any previously copyrighted work need to be incorporated into the project, Instructional Media and the content specialist(s) will seek permission for its use. In all cases, copyright ownership of the completed project will be held by Missouri Western State University since University employees, equipment and staff time will be involved. Instructional Media will complete the application process for copyright registration of the finished project. Registration is effective the day that all required items are received in the U.S. Copyright Office; however, it usually takes 2 - 4 months for a registration certificate to be issued.

Prior to the start date of production, a simple contract or Memorandum of Agreement will be written to verify the terms agreed upon by those involved in the project. This Agreement will be negotiated by the Director, Instructional Media and is subject to the approval of the appropriate Department Chairperson(s), College Dean(s) and Vice President(s).

Although Missouri Western holds the copyright, the content specialist(s) will be actively involved in the project approval process which includes how an item is used, how it is marketed, how long it is marketed and when it is pulled from distribution. How an item is marketed will be a joint decision between the content specialist(s) and the Western Institute. An item sold on a cost-recovery basis will be marketed by the content specialist(s) and/or the associated academic department. An item sold for profit will be marketed by the Western Institute or a commercial distributor. All sales transactions will be handled by the campus bookstore or the commercial distributor.

For projects marketed by the Western Institute and sold through the campus bookstore, any profit made is defined as those funds collected above expenses. Expenses may include, but are not limited to, production costs incurred in Instructional Media, marketing costs incurred in the Western Institute, cost to temporarily replace a content specialist's time away from the classroom if necessary, etc. Percentages of profit shared may vary on a case by case basis and will be documented in the Memorandum of Agreement.

Since the Western Institute is responsible for all off-campus classes, they will market all teleclasses. Finances for these courses will be handled as any other off-campus class.

Drug Policy

The Drug Free Schools and Communities Act Amendments of 1989 require us to certify to the Department of Education that we have adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. These requirements apply to all employees of the University. Noncompliance could result in sanctions for the entire University including the loss of Title IV monies. Employees are to be notified on an annual basis of (1) the standards of conduct expected with respect to drugs and alcohol; (2) a description of the applicable legal sanctions under local, state and Federal law for unlawful possession, use or distribution of illicit drugs and alcohol; (3) a description of the health risks associated with the use of illicit drugs and alcohol; (4) a description of drug and alcohol counseling and rehabilitation programs available; (5) a clear statement of the sanctions the institution will impose.

The Missouri Western State University Drug Policy distributed in 1989 has been amended to include alcohol as well as drugs. Additional materials concerning health risks, state, local and Federal sanctions and rehabilitation programs also are included.

Missouri Western State University certifies it will provide a drug-free workplace by: (1) publishing this policy statement; (2) providing a drug-free awareness program that is available to all employees; (3) providing a copy of this statement to all employees of the University; and (4) notifying each employee of the conditions of employment required by the legislation. The policy is as follows:

Section 1 The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol by employees is prohibited in this work-place. (See Definitions of underlined terms.) All employees, faculty, students, and staff who do not abide by this statement are subject to the following as deemed appropriate by your supervisor:

- A. Personnel action up to and including termination.
- B. Satisfactory participation in a drug or alcohol abuse assistance or rehabilitation program approved by a Federal, State, local health, law enforcement, or other appropriate agency.
- C. The decision on the severity of personnel action taken will depend, in part, upon the nature of the offense, the sensitivity of the position filled by the employee, and the outcome of participation in the program described in Section B.
- D. Continuing employees also will be referred to appropriate self-help group(s).

Section 2 The Drug and Alcohol Free Awareness Program for the University shall involve the following departments and groups: Health Service; Counseling Center; the Western Institute; Employee Wellness Committee; Risk Management; Employee Assistance Program; and Human Resources. The Drug and Alcohol Free Awareness Program will include one or more of the following -- printed materials, seminars, and meetings to inform all employees about:

- A. The danger of drug and alcohol abuse in the workplace.

- B. The contents of this policy statement.
- C. Procedures for supervisor or self-referral to the Employee Assistance Program and other drug rehabilitation programs.
- D. Penalties to be imposed upon any criminal drug statute conviction for a violation occurring in the workplace which are:
 - 1) Employees convicted will be subject to termination, or (if not terminated), satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency at their own expense may be required.
 - 2) Administrative sanctions as outlined in the MWSU Policy Guide or the Student Handbook.

Section 3 A copy of this document is being provided for your information and answers to questions about the content will be provided by your immediate supervisor, the Department of Human Resources or the Employee Assistance Coordinator. The University has an Employee Assistance Program which includes, but is not limited to, free drug and alcohol assessment for any employee who qualifies for benefits.

Section 4 Under this policy, a condition of your employment is:

- A. to abide by the "intent to maintain a drug and alcohol-free workplace" statement in Section 1; and,
- B. to report to your supervisor any criminal drug statute conviction for violation in the workplace no later than five days after such conviction.

Section 5 The MWSU Director of Human Resources will notify the appropriate Federal agency within ten days after receiving this notice with respect to any employee who is so convicted and state the personnel action taken against such employee.

Section 6 MWSU will make a good faith effort to continue to maintain a drug and alcohol-free workplace through implementation of this policy.

Section 7 Missouri Western State University is required by Federal regulations to implement an alcohol and controlled substance testing program for drivers of commercial motor vehicles. The policy found in Appendix R of the *Policy Guide* has been adopted by Missouri Western State University in compliance with said regulations in order to reduce highway accidents resulting from the use of controlled substances and to protect the safety and well-being of the public and our employees. This policy will apply to all employees who maintain the Commercial Drivers License as a part of their employment with Missouri Western State University.

Please note that this policy describes and summarizes the regulations found in the Federal Motor Carrier Safety Regulations (FMCSR) Part(s) 382 and 40. These

regulations should be referenced with respect to any questions that may arise from the policy that follows.

GENERAL POLICY STATEMENT

An alcohol-free and drug-free work force is critical in the interest of public safety, especially for those employees who operate motor vehicles. The driver who uses alcohol and/or drugs is a hazard to himself, to other workers and to the general public. It is the policy of Missouri Western State University that alcohol use on the job and drug users be quickly identified and removed from the work environment.

TERMS

- (1) "**CONTROLLED SUBSTANCE**" means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C.812), and as further defined by regulation at 21 CRF k300.11 through 1300.15.
- (2) "**CONVICTION**" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by an judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
- (3) "**CRIMINAL DRUG STATUS**" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.
- (4) "**DRUG-FREE WORKPLACE**" means a site or the performance of work done in connection with a specific grant at which employee of the grantee are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.
- (5) "**EMPLOYEE**" means the employee of a grantee directly engaged in the performance of work pursuant to the provisions of the grant.
- (6) "**FEDERAL AGENCY**" or "**AGENCY**" means any United States executive department, military department, government corporation, government controlled corporation, any other establishment in the executive branch (including the Executive Office of the President, or any independent regulatory agency).
- (7) "**INDIVIDUAL**" means a natural person.

HEALTH HAZARDS RELATED TO VARIOUS SUBSTANCES

Marijuana

- * Temporarily impairs short term memory.
- * Reduces ability to perform tasks requiring concentration and swift reactions.
- * Can impair thinking, reading comprehension, verbal and arithmetic skills.
- * Impairs driving ability.
- * May cause defective menstrual cycles, reduce fertility, and enhance the probability of miscarriage.
- * Causes burn-out (dullness and inattentiveness) after prolonged use.
- * Increases heart rate and irritates lungs.

Hallucinogens

- * Results in loss of control of normal thought processes.
- * Long term harmful reactions include anxiety, depression and "breaks with reality."
- * May cause mental confusion and impaired memory.

Phencyclidine (PCP)

- * Scrambles the brain internal stimuli.
- * Can produce violent and bizarre behavior.
- * May result in temporary schizophrenic-like psychosis.
- * Accidents often result from bizarre behavior

Stimulants (Amphetamines)

- * Causes dependency on the drug.
- * Even small doses may produce mood swings, panic, paranoia, circulatory and cardiac disturbances.
- * Heavy doses may produce brain damage.
- * Death can result from injected amphetamine overdose.

Cocaine

- * May trigger psychosis in users prone to mental instability.
- * Depression often results from withdrawal.
- * Cocaine is toxic and overdoses result in death.
- * May result in restlessness, irritability, anxiety and hallucinations.

Sedatives

- * Causes dependency.
- * Overdoses and mixing with alcohol can be fatal.

Narcotics

- * Overdose can result in death.
- * May be infected as a result of unsterile solution, syringes, and needles.
- * Serum hepatitis is common.
- * Causes dependency, severe symptoms upon withdrawal.

Inhalants (Nitrous oxide, glue, paint, etc.)

- * High risk of sudden death.
- * Produces irregular heart rate.
- * Causes bone marrow damage, weight loss, impairment of vision, memory and ability to think clearly.

Alcohol

- * In large doses can dull sensation and impair coordination, memory, and judgment.
- * Can damage liver and heart and lead to permanent brain damage.
- * May lead to dependency and a way to escape problems.

- * May cause physical, mental, and behavioral abnormalities in the unborn child. (July 1990).

Emergency and Non-Emergency Situations (Procedures to be followed)

When a situation arises that is regarded as a medical or accident **emergency** by a person, or persons at the scene, the following procedure should be followed:

An emergency is a sudden, generally unexpected occurrence demanding immediate action.

1. **REMAIN CALM**, average ambulance response time is 3-5 minutes.
2. **CALL 911 FOR AN AMBULANCE AND BE PREPARED TO RELATE THE FOLLOWING INFORMATION:**
 - a. Brief description of emergency;
 - b. Building name;
 - c. Floor number;
 - d. Room number;
 - e. Person's name.
3. **Then call Campus Police Department (ext. 4438) and again relate the above information.**

If an accident or illness occurs that is *not considered an emergency*, the following procedure should be followed:

1. **Call Campus Police (ext, 4438)** and relate available information. Security provides 24-hour service.
2. **Call Health Services (ext. 4495)** and relate available information. Health Services personnel will provide advice. Health Services is open Monday-Friday, 8:00 a.m. to 4:30 p.m. except school holidays and is closed during the months of June and July.
3. **Send person to Health Services for care.** Campus Police and Health Services personnel are not available for transportation of sick persons on the campus or to the hospital. Ambulatory persons will be evaluated in Health Services and referred if necessary.

Motor Vehicle Registration Policy

Missouri Western State University requires the registration of licensed motorized vehicles. This registration is to help provide parking control and security for vehicles parked on campus and to generate funds to provide for the proper maintenance and construction of college streets and parking surfaces. The vehicle registration guidelines are as follows:

1. Any student enrolled in a Missouri Western State University credit course or member of the faculty, staff, or contracted employee who owns or operates a licensed motor vehicle on campus is required to register that vehicle with the University Police Office and display the appropriate registration decal on the registered vehicle. Failure to permanently affix a decal shall be deemed as failure to register the vehicle and a fine will be assessed in accordance with MWSU parking regulations. The non-refundable fees for vehicle registration will be paid through the University Business Office.
2. The individual registering a motor vehicle with the University Police Office shall be responsible for all violations involving the issued decal. Information supplied on the registration form shall be true and correct with the registrant's signature indicating compliance with the University traffic and parking regulations. The registrant is responsible for control of all registration decals, once issued, and will not be allowed to pass them on to a second party.
3. MWSU registration decals are not transferable and are to be removed under the following conditions:
 - a. Change of motor vehicle ownership. (Any vehicle acquired during the registration year must be registered through The University Police Office within 48 hours, excluding weekends and holidays).
 - b. Terminations of association with the University.
 - c. Decal expiration.
4. Students:
 - a. All students enrolled must pay the appropriate vehicle registration fee prior to registration of vehicles with the University Police Office. Vehicle registration decals will be issued through the University Police Office upon presentation of proof of payment of vehicle registration fees.
 - b. The vehicle registration year extends from September 1 through August 31 of the following year. The vehicle registration fee will be required for all or any part of the registration year. The registration of vehicles must be accomplished before or during the first two weeks of classes in any semester or session.
5. Employees of MWSU:

Faculty and staff must register their vehicles annually during the month of August. The faculty and staff registration year extends from September 1 through August 31 of the following year. The vehicle registration fee will be required for all or any part of the registration year.

6. Non-employees of MWSU:

Includes personnel employed on campus by non-university organizations whose employment necessitates campus parking. Example: Food Service, Bookstore, etc.

- a. Vehicles must be registered during the month of August.
- b. The registration year extends from September 1 through August 31 of the following year. The vehicle registration fee will be required for all or part of the registration year.

7. Visitors:

Visitors desiring to park motor vehicles on MWSU lots are asked to use the designated visitor's parking areas or contact the University Police to make special parking arrangements. Special parking permission for individuals and/or groups visiting the campus will be coordinated through the University Police Office by the sponsoring campus representative and/or department.

Call: (816) 271-5666 (Campus phone dial Ext. 5666)
Office Location: Blum Union Building, Room 100

- 8. An individual may register additional vehicles during the registration year at a reduced registration fee for each additional vehicle. However, you may have only one of your registered vehicles utilizing the parking facilities at any given time unless you choose to register each vehicle at the full registration fee.
- 9. Parking facilities in some areas at MWSU are limited. The responsibility of finding a legal parking space rests with the vehicle driver. A vehicle registration decal does not ensure availability of a parking space, but grants the privilege of utilizing MWSU roadways and parking areas.
- 10. Replacement decals for ones that are stolen, lost, or become unreadable may be purchased through the University Business Office and issued by the University Police Office.

**MWSU VEHICLE REGISTRATION
ANNUAL FEE SCHEDULE
REGISTRATION FEE - ORIGINAL VEHICLE**

Students	-	\$20.00
Employees	-	\$20.00
Employees, Non-university organizations	-	\$20.00

***REGISTRATION FEE - ADDITIONAL VEHICLE**

Students	Per Vehicle	-	\$10.00
Contracted Employees	Per Vehicle	-	\$10.00

* You are authorized only one registered vehicle utilizing campus parking at any given time unless you choose to have your additional vehicles registered at the original vehicle fee rate.

REPLACEMENT DECAL FEE

Replacement Fee - \$5.00

Prohibited Activities

Firearms, including concealable firearms, fireworks, explosive chemicals, other implements used as weapons, and other types of arms classified as weapons in the Missouri Revised Statutes, with the exception of those carried by a licensed law enforcement officer, agent, or weapons stored by and/or used under the supervision of the following: University Police; Military Science; Law Enforcement Academy; Department of Corrections; Recreation Services; Health, Physical Education, and Recreation; Department of Criminal Justice and Legal Studies; and the Missouri Department of Conservation, are specifically prohibited on university property, including parking lots, whether in a vehicle or carried upon a person, or at university-sponsored or –supervised functions. Anyone found violating this policy will be immediately removed from campus. Violations of this policy by employees may result in termination of employment, or by students may result in expulsion from the university.

Alcoholic beverages are specifically prohibited on college property or at any university-sponsored or –supervised function off campus where students are attendees. Such university-sponsored or –supervised events off campus should be identified as “non-alcoholic events.”

Illegal narcotic drugs, depressants or stimulant substances, hallucinogens, cannabis and/or its derivatives, including synthetic derivatives thereof, are specifically prohibited on university property or at any university-sponsored or –supervised function.

Incidents that violate the above-mentioned activities may subject the employee involved to disciplinary action up to and including termination.

School Cancellation Policy

Missouri Western State University will close only in extraordinary circumstances. If the University is to close due to weather/road conditions, the decision will be made as follows:

Daytime Closing - normally the decision will be made by 6:00 a.m.

Evening Closing - normally the decision will be made by 4:00 p.m.

Any closing of the University will be broadcast on the following stations: KCMO Radio (81 AM, and 95 FM), KKJO Radio (105.5 FM), KFEQ Radio (68 AM), KSJQ Radio (92.7), WDAF Television (Channel 4), KQ2 Television (Channel 2). If closings are not reported on the aforementioned stations, it should be assumed the University is open. It should be noted the University Administration will take several factors into consideration when making the decision to close the University due to weather/road conditions. Therefore, it cannot be assumed the University will close when area schools are closed. Notification will also be posted on Missouri Western’s web page.

Scientific Misconduct

The U.S. Department of Health and Human Services requires that any institution receiving federal funds for research establish policies and procedures for investigating and reporting instances of alleged

or apparent misconduct. The Office of Research Integrity (ORI) requires that such institutional policies provide for the inquiry, investigation, and reporting of scientific misconduct.

Misconduct (Misconduct in Science) is fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

Administrative Process (for reviewing, investigating, and reporting)

When scientific misconduct is suspected or alleged, Western will take appropriate action that may involve: 1) initiating an inquiry; 2) protecting the individuals who reported, or those involved in, the misconduct; and 3) notifying ORI after obtaining any reasonable indication of possible violation.

Review:

- Suspected scientific misconduct is to be reported to the appropriate Dean, who will in turn notify the Provost/Vice President of Academic Affairs. Together with the accused individual's department chair (or direct supervisor), these three individuals will comprise the inquiry committee.
- The **inquiry** stage is the information gathering and initial fact-finding process to determine whether an allegation or apparent instance of misconduct warrants an investigation.
 - The privacy of the individual(s) who reported the apparent misconduct will be protected to the maximum extent possible.
 - The accused individual(s) will receive: a) confidential treatment to the maximum extent possible, b) a prompt and thorough investigation, and c) an opportunity to comment on the allegations and the findings of the inquiry/investigation.
- Inquiry into the incident must take place as soon as reasonably possible upon report, and must be completed within 60 calendar days of its initiation unless circumstances clearly warrant a longer period. If the inquiry takes longer than 60 days to complete, then the inquiry report must include documentation of the reasons for exceeding the 60-day period.
- The inquiry committee will complete a written report that states the evidence that was reviewed, summarizes relevant interviews, and includes the conclusions of the inquiry. The committee will provide a copy of the report of inquiry to the individual(s) against whom the allegation was made. If the accused individual(s) comments on the report, then their comments will be made part of the record.

Investigation:

- If the inquiry committee finds sufficient evidence to warrant further investigation, the Dean shall appoint an appropriate investigative committee to conduct a formal examination and evaluation of all relevant facts to determine whether misconduct has taken place. The appointment of this investigative committee shall be left to the discretion of the Dean, subject to the approval of the Provost/Vice President of Academic Affairs.
 - The Dean will notify the Office of Research Integrity in writing before the date the investigation begins. The notification will include the subject's name, the general nature of the allegation, and the PHS application or grant numbers involved. This investigation must be initiated within 30 days of the inquiry completion.
 - The **investigation** is the formal examination and evaluation of all relevant facts to determine if misconduct has occurred. The investigative committee will examine all significant issues and available documentation including, but not limited to, the following: research data, proposals, publications, correspondence, memoranda, and telephone calls. The investigation will also include interviews with individuals who have or may have information regarding the allegation or material evidence.

- The investigation should be completed within 120 days of initiation. However, if the investigation cannot be completed within this time the Dean will request an extension from the ORI. An explanation for the delay, an interim progress report, and an estimated completion date must accompany the request.
- A complete record of documentation substantiating the findings of the investigation will be compiled and a final report will be generated.
- If the investigative committee concludes that there is substantial evidence to support the allegation, they will submit their final report along with sanction recommendations to the President of the University. The President will act upon the report and its recommendations. The President will communicate the decision to the individual found engaging in scientific misconduct, and will require a written response from the individual regarding the sanctions imposed.
- The individual found engaging in scientific misconduct may appeal the sanction determination in accordance with college policies and procedures for grievances.

Reporting:

- Missouri Western State University must notify ORI immediately if the inquiry or investigation finds that any of the following conditions exist:
 - An immediate health hazard
 - An immediate need to protect Federal funds or equipment
 - An immediate need to protect the interests of the person(s) making the allegations or of the individual(s) who is the subject of the allegations as well as his/her co-investigators and associates, if any
 - It is probable that the alleged incident is going to be reported publicly
 - There is reasonable indication of criminal violation, in which case ORI must be notified within 24 hours of obtaining the information. ORI will immediately notify the Office of the Inspector General
- Western will maintain detailed documentation of all inquiries to permit a later assessment of the reasons for determining that an investigation was or was not warranted. These records will be maintained in a secure location for a period of three years after the termination of the inquiry. These documents will also be made available to the Department of Health and Human Services upon request.
- Upon receipt of the final report of the investigation and all supporting evidence, the ORI will review the information to confirm that the investigation was complete. While Western has the primary responsibility for investigating misconduct, ORI reserves the right to perform its own investigation at any time prior to, during, or following an institution's investigation.

Smoking Policy

PURPOSE: To limit exposure to tobacco smoke by establishing a policy prohibiting smoking in all campus buildings and offices except the dormitories, which are specifically excluded due to the residential nature of those buildings.

I. GENERAL PROVISIONS

- A. Smoking is prohibited in all campus buildings (except dormitories) of Missouri Western State University. This prohibition includes, but is not limited to:
 1. General office space, including private offices.
 2. Computer rooms, classrooms, conference rooms, and library.

3. Storage rooms, supply rooms, copy rooms, and mail room.
 4. Common areas including elevators, stairwells, hallways, lobbies, reception areas, employee lounges, cafeterias, break rooms, and restrooms.
 5. Garages, maintenance shops, and mechanical rooms.
 6. Hazardous areas containing or in close proximity to flammable liquids, gases, or vapors.
 7. The administration may designate individual student dormitory rooms as either smoking or non-smoking areas. However, when smoking and non-smoking students are required to share rooms, the right of a non-smoker to smoke-free air will prevail over a smoker's desire to smoke.
- B. Smoking is permitted outdoors in marked areas provided tobacco products are disposed of in a receptacle designed for that purpose.
- C. The use of smokeless tobacco is a health hazard and is discouraged; all expectorate must be disposed of directly into water-flushed toilet bowls. Use of any other method of disposal (paper cups, soda cans, wastebaskets, jars, etc.) is unsightly and unsanitary and, therefore, expressly prohibited.

II. RESPONSIBILITY

It is the responsibility of all administrators, faculty, staff, and students to enforce the University's smoking policy. If an individual has a particular problem, that individual may request the help of the University Police Office in enforcing the policy.

III. COMPLIANCE

All employees and students shall comply with the provisions of this policy. Employees or students willfully ignoring this policy are subject to discipline by and under college policies.

IV. EMPLOYEE/STUDENT ASSISTANCE

In an effort to promote the health and safety of students and employees, the University offers smoking cessation counseling.

OPERATIONS

Learning Resources Center

The Hearnese Learning Resources Center houses the Library, Instructional Media services and the Center for Academic Support.

Library

Audiovisual Materials Holdings: The Library houses over 5,400 titles of educational media. All titles are listed on the TOWERS library automation system. Preview areas are available in the Library to view any item before use. Materials are also available for student use in the Library and you may want to assign select materials for viewing. The library subscribes to Films on Demand, a web-based digital video delivery service. Part-time faculty may check out audiovisual materials for use in the classroom. Please call the Circulation Desk, x4360 for details.

Circulation: Part-time faculty may check out library materials, but they will need an MWSU ID card which can be obtained at the Campus Public Safety office. Materials will be due on May 1 of each year or at the end of the semester if leaving MWSU after the fall semester. Current journals may be checked out for one week. All materials are subject to recall by the library at any time.

Purchasing: All faculty may request purchase of library materials to support their classes. Each department has an allocation from the library budget. Requests should be made through the Chair whose office has specific forms available for requesting purchase of books, journals and audiovisual materials.

Reserves: Each faculty member may place items for supplemental assignments on reserve by filling out a reserve request. Request forms are available from the Circulation Coordinator or online. A copy of semester reading assignments should be given to the library each semester. A faculty member may place personal materials on reserve in the library; however, the library will not be financially responsible for their loss or mutilation.

Reference Services: A reference librarian is available to assist with the following services: (a) locating answers to specific questions; (b) retrieving requested information; (c) conducting library instruction sessions to enhance information literacy; (d) securing interlibrary loans for materials MWSU does not have; (e) performing searches with appropriate library resources; and (f) assisting with any research needs. Arrangements for class orientations should be made in advance by contacting Reference at extension 4573.

In addition, the following services are available to faculty members: (a) Netflix for classroom purposes; (b) tables of contents service for any current journal; and (c) text and online chat reference service.

Library Hours (excluding holidays and semester breaks):

M – Th	7:30 am – 11:00 pm
F	7:30 am – 4:30 pm
Sat	10:00 am – 5:00 pm
Sun	2:00 pm – 11:00 pm

More information available at <http://libguides.missouriwestern.edu/fac/>

Instructional Media Center (IMC)

The Instructional Media Center (IMC), located in Hearnes 150, provides Western’s faculty and students with computer and video-based technology and services to enhance educational outcomes. The IMC provides equipment, equipment maintenance, production and design services, programming, training, and consulting. The IMC also serves non-academic sectors of the University and the community. Below are summaries of the functional units of the IMC. Check the IMC’s web site at www.missouriwestern.edu/imc for additional information. The IMC’s main telephone number is 816-271-5880.

Classroom Services facilitates the use of multimedia presentation technologies in all university classrooms and meeting rooms – including those at off-campus sites, consults on university projects involving computer-based technologies, and provides a variety of instructional technology services to faculty and students.

Instructional Design and Web Development Services provides training and support to help faculty design, create and implement computer-based multimedia modules to enhance instruction offered in classrooms and via the Web; is responsible for the University’s primary Web pages and assists in the development of department-level Web pages; and provides other technology-based services, including programming, reporting and database services.

Video Services provides a variety of video-based services to assist in the development and delivery of courses, programs the University’s television systems, provides videoconferencing services, and participates in the development of University video-based products (e.g., promotional videos, video capture of University events).

Academic Computing Services provides oversight for academic computing labs and maintenance of lab software and supplies.

Engineering Services is responsible for the design, installation and maintenance of computer-based equipment in classrooms, labs and meeting rooms, and provides engineering assistance to the other areas of the IMC.

Adaptive Technology provides a wide array of services and tools to enhance the learning and teaching experiences of students and faculty with disabilities.

Division of Student Affairs

Dr. Esther Perález, Vice President for Student Affairs (816) 271-4432. Email: eperalez@missouriwestern.edu

Dr. Judith W. Grimes, Associate Vice President for Student Affairs & Dean of Students (816) 271-5991, grimes@missouriwestern.edu

Students are central to everything we do and ensuring their success is a core value of the Division of Student Affairs. We are dedicated to supporting the university's mission of access by complementing the educational experiences of students beyond the classroom, linking them to the greater university community and providing opportunities for personal and professional growth.

The Student Affairs is divided into four units: Health and Wellness, Student Academic Support Services, Student Development and Student Services. Student Affairs also oversees the supervision of the Student Government Association, Residential Life, and the administration of the student conduct process.

HEALTH AND WELLNESS

Dave Brown, Assistant Dean of Health and Wellness & Director of the Counseling Center

Counseling Center

Director: Dave Brown, 271-4327. The Counseling Center is located in Eder Hall 203. Counselors are available throughout the year to assist students and staff in a wide variety of areas, with special emphasis on social and/or personal counseling and vocational guidance. Students may also find counselors helpful in answering questions regarding academic programs and college life in general. Counseling is a free service to all students. For more information see www.missouriwestern.edu/counseling.

Health Center

The Esry Student Health Center is located on the second floor of Blum Union in Room 203. Through a nurse practitioner, the Health Center offers low-cost health services to all students. Appointments are recommended, but not required. For more information see www.missouriwestern.edu/healthserv or phone (816) 271-4495.

Disability Services

Coordinator: Michael Ritter, (816) 271-4330, Eder Hall 203. The Coordinator monitors accommodations/services to students with a documented "disability" (from an expert in the particular field and which is not more than 3 years old). Students with disabilities are provided accommodations/services as mandated by the Americans with Disabilities Act (1990) and are tailored to their particular disability as stated in their documentation. Services may include testing in a quiet room with extended time, peer note takers, accessible seating in the classroom, interpreters for the hearing impaired and use of adaptive equipment (including a reading machine, voice-activated computers, etc.). Students who are registered with this office provide each of their professors with a confidential form at the beginning of each semester that details what services they are provided based on their disability. Additional information may be found at: www.missouriwestern.edu/ds.

Recreational Services/Baker Fitness Center

Director: Wonda Berry, Looney Complex 147. Phone: (816) 271-4247. A full intramural sports recreation program is offered to enrolled college students and Western personnel. The program of activities includes individual, dual, team sports and special events for men, women and coed. The intramural program encourages the development of mental, physical, emotional, and social health.

Fitness Center Coordinator: Amy Foley. Phone: Questions pertaining to the Baker Fitness Center can be answered by calling (816) 271-5946. A complete list of fitness center rules and guidelines is available at the front desk of the fitness center or go to: www.missouriwestern.edu/recreation. The facility is open to students, faculty, staff, Gold Coat members, and Alumni who purchase a membership. The Fitness Center has state of the art equipment, which includes Nautilus, free weights, the HQ weight line, and aerobic equipment that consists of stair climbers, rowers, nautilus bikes and treadmills. There are restrictions. Males over 45 and women over 55 must obtain a physician's consent. No one under the age of 12 will be admitted. Individuals aged 12 - 15 will only be allowed to work out under direct supervision of a parent or guardian. If an individual is under 18, he/she must have a liability form and permission for care form signed by his or her parent before being allowed to use the facility. All members must bring a valid MWSU ID. For more information, go to:

www.missouriwestern.edu/recreation.

STUDENT ACADEMIC SUPPORT SERVICES

Corla Dawson, Assistant Dean of Student Academic Support Services & Director & Writing Coordinator, Center for Academic Support

Center for Academic Support

Director & Writing Coordinator: Corla Dawson, (816) 271-4531; Tutor Desk/ Appointments, (816) 271-4524. Located in Hearnes Center 213 (the east end of the library building), the Center for Academic Support provides qualified student tutors and staff who support classroom instruction while encouraging students to set and reach their academic goals. Services provided include the following.

Writing: MWSU students may receive free tutoring for any writing task and any aspect of the writing process. In addition to writing for courses, students can receive assistance with preparing for the Writing Placement Exam, applying for scholarships and graduate school, and writing cover letters and résumés.

Math: Contact Steve Saffell, (816) 271-4532. The Center provides tutoring in math classes ranging from beginning algebra to first-semester calculus, including developmental and general studies math courses, trigonometry, pre-calculus, applied and business calculus and elementary statistics.

Reading and Study Skills: Workshops will be conducted through the Student Success Center (see contact information below).

Content Tutoring: Contact (816) 271-4401. Students needing assistance in any discipline can receive tutoring in the Center. The Content tutors, along with their email addresses, are listed on the CAS website (see below).

If a tutor is not listed for a desired course, students need only to come in and request a tutor for that course, and the Center will attempt to locate a faculty-recommended peer tutor.

Class Visits, Brochures and Bookmarks: Faculty can request bookmarks to distribute to their students or have CAS staff members visit classes to promote the Center's services. For additional information about our services, please visit our web page at www.missouriwestern.edu/cas.

Student Success Center, Academic Advisement, A Plus & University 101

The Student Success Center is located in Eder Hall 209 (271-5990). Corla Dawson, (816) 271-5607, Cathy Gann, Advising/A Plus & UNV 101 Coordinator (816) 271-5621, George Hammer, Academic Advisor and A Plus Specialist (816) 271-5992, Elaine Bryant, Academic Advisor and Intervention Specialist (816) 271-5636.

Staff coordinate the UNV 101: Freshman Seminar, advise undecided and high risk students, handle the assignment of advisors to all new students and coordinate advising for registration days. **Faculty are encouraged to utilize the “early intervention” link to report students who are missing class, struggling academically or with other issues. Student Success staff will contact the students. The link can be found at: www.missouriwestern.edu/advising.** Student Success staff coordinate advisor development sessions and information throughout the year to new and continuing faculty and staff advisors. Faculty are encouraged to contact the center for any questions related to the advisement process or for concerns/questions about specific students. The office maintains a resource list for both students and faculty to use during the advisement process. Staff are also able to meet with students to discuss choosing a major.

Testing

The Testing Center administers accommodated testing for students with disabilities. The Testing Center is located in Eder Hall 203. See: www.missouriwestern.edu/testing or phone (816) 271-4327.

STUDENT DEVELOPMENT

Tay Triggs, Assistant Dean of Student Development and Director of Diversity and Inclusion

Center for Student Engagement

Student Life Director: Isaiah Collier, 271-4151. The Center for Student Engagement is located in the Nelle

Blum Student Union, Room 207, phone 271-4159.

Taking advantage of a wide variety of student activities will develop students intellectually, morally, culturally, emotionally, spiritually, physically and socially. Involvement in student activities/ organizations enhances the academic mission of Western. Student organizations are offered in the areas of departments of study, honorary, religious, governing organizations, Greek life, and special interest. For more information see: www.missouriwestern.edu/cse

Non-Traditional Student Center

Student Life Director: Isaiah Collier, 271-4151. The Center is located in Eder Hall 200, 271-4280.

The Non-Traditional Student Center provides support and assistance for the non-traditional students at Missouri Western. The Center houses a lounge area with computers, television, snacks and a comfortable place to relax between classes. The Center coordinates a day-long seminar prior to every semester, non-trad scholarships, monthly coffee meetings, a non-traditional student club and a national honor society. For more information see: www.missouriwestern.edu/nontrad

Career Development Center & Student Employment

Director of Career Services: Donnell Turner, 271-4205. Offices located in Eder Hall 202.

The Career Development Center helps students clarify their interests, values, skills, and personality type so they can make informed decisions about choosing a major or deciding upon a career path. The Career Center also provides assistance in the job search process including resume critiques, interviewing skills, career-related workshops, job fairs, and professional development. Visit the web page at: www.missouriwestern.edu/careerdevelopment.

Student Employment provides an opportunity to acquire and enhance the transferable skills and competencies that employers are looking for in the 21st century global economy. All Western students who are seeking part-time, seasonal or summer jobs either on or off campus, as well as work study positions should visit the office or the web site: www.missouriwestern.edu/studentemployment.

Office of Global Engagement

Coordinator: Huey Shi Chew, 271-5998. Office is located in the Nelle Blum Student Union, Room 210.

This office provides programs and services to enhance the overall educational experience of international students and also students who have immigrant status who are attending the university. The office provides orientation to incoming international students, answers questions related to travel in and out of the country, immigration advising and other support services that are essential to the development of students which the office serves. See: www.missouriwestern.edu/international

Center for Multicultural Education

Director: Tay D.Triggs, 271-4150. The CME is located in the Nelle Blum Student Union, Room 210.

The Center for Multicultural Education (CME), sponsors diversity, multicultural and social justice programs for the University and the St. Joseph community. All events are designed to expose students to diverse issues and people as they prepare to enter the global community. The CME invites students to get involved by attending programs, volunteering on planning committees or visiting the office to discuss college success tips or dialogue about current issues on campus and in the community. The CME also offers community service opportunities in the St. Joseph area and beyond throughout the year. For more information see: www.missouriwestern.edu/cme.

Residence Life

Director: Mark Stier (816) 383-7100. Residence Life is an integral part of the higher education experience and exists to support the academic and educational mission of the University. The department provides a variety of living options and joins with students to create and maintain safe and supportive communities that promote the development of life and leadership skills. We further provide meaningful experiences and

opportunities for student growth through activities and programs that recognize, address, and appreciate the needs, interests, and diversity in our population. For more information, go to www.missouriwestern.edu/reslife.

STUDENT SERVICES

Nelle Blum Student Union

The Blum Student Union is the center for co-curricular programs and activities. The Union houses the Barnes and Noble Bookstore, the Dining Hall, Food Court, Catering Services, a Student Computer Lab, technologically advanced event facilities, an ATM, and student commons areas. Other Student Affairs offices are also located in the Student Union.

Student Conduct

Faculty may report any student conduct issues on the “early intervention” form on the advising website (www.missouriwestern.edu/advising) or by emailing the Dean of Students, Dr. Judith Grimes (grimes@missouriwestern.edu). If any faculty member feels that they are in a threatening or dangerous situation, they should call the University Police at (816) 271-4438. As a condition of remaining at Missouri Western State University, the university expects all students to conduct themselves so as to maintain an effective environment for learning; to act responsibly in accordance with good taste; to observe the General University Rules and Regulations and the city, state and federal laws; and to fully respect the rights of others. The Student Handbook can be found at: www.missouriwestern.edu/handbook. It contains specific information concerning student conduct and related disciplinary action, which may include dismissal in case of serious infraction.

Bookstore

The Barnes & Noble Bookstore is located in the Blum Student Union. The store is open Monday through Friday from 8:00 a.m. to 4:30 p.m. All paper purchased must be ordered through Campus Printing Services.

All faculty requests for supplies shall be submitted to the Chairperson for approval. The approved requests will be sent to the bookstore. All materials and supplies requested will be charged against the appropriate departmental budget.

Clerical Service

Departmental administrative assistants and student workers provide clerical services to academic departments. Part-time faculty members may utilize the clerical services available within their department by consulting the Chairperson. Typically, departments have lead-time deadlines for most clerical functions to assure the timely completion of projects and tasks.

Duplicating

Central duplicating facilities are located in Room 112 of the Truman E. Wilson Professional Studies Building and are open from 8:00 a.m. to 4:30 p.m. Monday through Friday during the academic year. The procedure for obtaining duplicating service is:

1. Obtain authorization from the department Chairperson.
2. Bring material to Campus Printing Services ready to run.
3. Allow at least two days for material to be duplicated, if possible. You should discuss your completion date with the supervisor when you leave the material.

4. A charge for this service will be made against the appropriate departmental budget.

Employee ID

In the interest of protecting our campus community, all employees are required to have in their possession at all times a University ID card. ID cards remain valid for the duration of employment.

Cards must be surrendered upon termination of employment. This identification card will provide: access to recreation services and facilities, athletic and social events; proof of your employment to university officials; and allow you to receive a discount in the bookstore. MWSU faculty and staff using locked college facilities between the hours of 10 p.m. and 7 a.m. (and weekends) must wear their University ID card on the front of their clothing. (See Section IV Access to Buildings/Key Distribution)

Identification cards are issued by Public Safety in the Blum Student Union Building, Parking Services office, room 100 between 8 a.m. and 12 midnight Monday - Friday, excluding holidays. There is no charge for the initial card issued at the time of hire. New employees will be given a referral form from Human Resources to present to Security as application for the ID card. If an ID is lost or stolen a new card will be issued after the assessed replacement fee of \$10.00 is paid. A new card will be issued for replacement when system changes make a card outdated.

Information Technology Services

The main offices of the IT Services are located in Room 110 of the Hearn Learning Resources Center and are open from 8 a.m. to 4:30 p.m. Monday through Friday during the academic year. The General Use/Programmer Development Lab, where microcomputers are located, is in Murphy Hall room 101. The schedule for this room is posted on the door. A student consultant is available in that room to provide assistance. A computer account is available for each faculty member. Each faculty member's account is to be utilized for e-mail, Internet access, class development and approved research only. The Chairperson may be consulted concerning use of the computer for departmental purposes.

Keys/Chips

If the teaching assignment for the part-time faculty member requires classroom, laboratory or other special cabinet keys, they will be provided by the department Chairperson or, where appropriate, the College Dean. Request forms can be obtained from departmental administrative assistants. Proper approvals must be obtained before forms are given to Key Distribution (Popplewell Hall room 103). Keys provided to the part-time faculty member will be returned to the issuer during the checkout procedure.

Printing Services

Western has dedicated itself to expressing a clear and consistent image to its students and the community. In furtherance of this goal, Western has established a Graphic Standards Manual to ensure consistent use of trademarked logos and word marks. Therefore, it is the policy of this university that whenever anyone, including student organizations, intends to use or distribute the University logo, the use and design must comply with all aspects of the Graphic Standards Manual. This usage includes but is not limited to instance of licensing, printing and advertising. All employees

must verify that selected vendors are licensed through the Public Relations and Marketing Office to use the University's trademarked logos and word marks.

All orders for university-related printing services are required to be facilitated through Campus Printing Services (Wilson Hall 112). All printing, including but not limited to publications, advertising, and stationery, should comply with Western's Graphic Standards Manual. Campus Printing Services and the Public Relations and Marketing Office must review the graphic design and content of printing for compliance to the Graphic Standards Manual. Campus Printing Services will broker or must approve all purchases for printing services.

University Insurance and Risk Management

Risk management is a proactive approach to protecting students, staff, faculty, and the general public from harm. This function includes providing advice, assistance, and direction in the University's obligation to furnish facilities and an environment that will provide reasonable protection of employees, students and the public and to assist the University in safeguarding its resources. Individual operating departments maintain basic responsibilities for preserving assets in their control. This includes but is not limited to the following resources: people, property, income and minimizing potential loss within their area of control.

All insurance purchases, with the exception of employee benefit insurance, should be made through the Risk Manager.

Contracts and affiliation agreements, at the Risk Manager's discretion, must be reviewed by the Risk Manager prior to the signature of the Vice President of Administration or President. Authorization to sign contracts on behalf of the University is limited to the Vice President of Administration and the President.

Employees, as representatives of the University, should not make statements which could be construed as accepting liability for incidents including but not limited to automobile, personal injuries, and/or property damage. Any claims against Missouri Western State University, its officials, or employees should be reported to the Risk Manager (Poppewell Hall 221).

2011-2012 Western Academic Calendar

Fall 2011		
Walk-In Registration	August 23	Tuesday
Griffon Edge	August 25-27	
Classes Begin	August 29	Monday
Labor Day Holiday	September 5	Monday
Family Day	September 10	Saturday
Homecoming	October 22	Saturday
Mid-term Grades Due	October 26	Wednesday
Last day to Withdraw	November 4	Friday
Registration Begins for Spring	November 7	Monday
Fall Break (no classes/campus closed)	November 20-27	
Last Day of classes	December 9	Friday
Final Exams	December 10-16	
Commencement	December 17	Saturday
Final Grades Due	December 20	
Wintersession	December 19-January 13	
Campus Closed	December 24-January 1	

- Number of class days - M=13, T=14, W=14, Th=14, F=14, Sa=13
- 6 Final Exam days
- Wintersession (transcripted in Spring) - 14 class days, plus Final Exam day

Spring 2012		
Campus re-opens	January 2	Monday
Spring Registration/Orientation Program	January 10	Tuesday
Walk-In Registration	January 12	Thursday
Wintersession Ends	January 13	Friday
Martin Luther King Day Holiday	January 16	Monday
Classes Begin	January 17	Tuesday
President's Day Holiday	February 20	Monday
Spring Break (no classes)	March 11-18	
Mid-Term Grades Due	March 21	Wednesday
Last Day to Withdraw	March 30	Friday
Registration Begins for Summer/Fall	April 2	Monday
Last Day of Classes	April 30	Monday
Study Day	May 1	Tuesday
Final Exams	May 2-8	
Final Grades Due	May 10	Thursday
Commencement	May 12	Saturday

- Number of class days - M=13, T=14, W=14, Th=14, F=14, Sa=14
- 6 Final Exam days

Intercession 2012

Classes held	May 9-24	
Final Exams	May 25	Friday
Memorial Day Holiday	May 28	Monday
Final Grades Due	May 29	Tuesday

- Fourteen class days, including two Saturdays, plus Final Exam day

Summer 2012

Walk-In Registration	May 24	Thursday
Classes Begin for eight-week & 1 st four-week session (Classes meet Mon-Thurs plus one Fri, June 1)	May 29	Tuesday
Last Day to Withdraw from 1 st four-week session	June 14	Thursday
Final Exams for 1 st Four-week session	June 21	Thursday
Classes Begin for 2 nd Four-Week session (Classes meet Mon-Thurs plus one Fri, June 29)	June 25	Monday
Final Grades due for 1 st Four-Week session	June 27	Wednesday
Last Day to Withdraw from 8-week session	June 28	Thursday
Independence Day Holiday	July 4	Wednesday
Last Day to Withdraw from 2 nd four-week session	July 12	Thursday
Final Exams for Eight-week & 2nd four-week session	July 19	Thursday
Final Grades Due	July 25	Wednesday

- Both Four-Week Sessions - 16 class days, including Final Exam day