HMS Retreat

August 20, 3014

EDAN Culinary Café

Welcome and Introduction of New Faculty (coordinators)

11am – Danny Gallant - Vice President for Finance and Administration

1. AAFCS Accreditation – Coordinators will begin the process – Requires input from whole school – Must submit Sept 1, 2015.
2. Tenure
   a. Discuss changes recommended on new tenure policy for SFA (ad hoc committee)
3. Will receive input from dean and committee and vote on policy this semester
4. Discuss Internships in each program area – credit hours, contact hours, handbooks, requirements (SAS and SL) (handout). FEM, Fall 2016
5. Syllabus template
   a. Livetext
   b. Attendance – Senate Bill 1210
6. FAR’s close on November 14th for all faculty. Tenure Track faculty must have their FAR’s (and pre-admin form) and Notebooks to director by NOON October 15th. Cannot accept late notebooks or FAR’s/pre admin sheets. Along with FAR the Pre-Administration reflection form needs to be completed by all. (handout). This a draft/test form for the College of Education. **All yearly travel** should be focused on your Growth Plan. All yearly travel **VOUCHERS should have email. Travel request must be submitted 2 weeks ahead and payment vouchers must be submitted within one week.**
7. Current Vita must be up with a syllabus for every class by the first class day. Please give to Nelda by November 22nd before she leaves for the day.
8. Enrollment numbers – Recruiting Graduate Students (Report from Mitzi on Graduate Students/program….admission process and terminology ….probation standards, provisional standards….how to guide a faculty through advising grad students…..core classes etc.) (handout from Graduate dean)
9. Work Study (CDFL 35%-5 faculty; FCS 4%-1 faculty; FM 13%-3 faculty; FND-13%-2 faculty; HADM 26%- 4 faculty; ID/IM 9%- 3 faculty)
10. Committee assignments (handout in box) Please sign on Commencement sign up for either Dec or May (pass around). Summer II faculty are required to be in attendance at August Graduation. VOTE FOR: COE College Council (3 years); COE Diversity Committee (3 years); SFA Academic Integrity (2 years)
11. CTE Grant Update - Delgado
12. Assessment Committee: Need to add on the web each fall...........Results of
   a. Employers survey
b. Senior survey

c. Alumni survey

d. Retention and Recruitment survey given to 100 classes

e. Need last three years data in organized form for public dissemination from Assessment Committee to director by October 1st

13. Objectives in Course Syllabi – Shepherd and course sequencing – Bridwell - All students must have a course sequence to work off of?

14. Learning Communities – Runnels

15. Wellness – Olle

16. COE Goals and Objectives

a. Program Goals and Objectives for 2014-15 due to Director on Friday September 12th at next faculty meeting. How has your discipline changed in last 5-10 years? Present at next faculty meeting on September 12th. Mission Statement:


1. * recruit for graduate program enrollment growth

2. * retain more undergraduate students, especially at the freshmen to sophomore level; implement Student Success initiative

3. * engage faculty in professional development opportunities for professional growth-focus on the use of technology as a tool; engaging students in learning in & out of class

4. * transition our guiding standards from NCATE to CAEP-support faculty in their use of standards in planning, implementing, analyzing data-use SFA supported technology tools in the assessment process; assure that all critical assignments & assessment instruments list specific standards

5. * review & formalize undergraduate, graduate, and doctoral field experiences and clinical practice sites; optimize the use of the LiveText Field Experience Module (FEM) for documentation

6. * work with the PCOE development officer to increase donations to the excellence funds & to develop additional scholarships

17. Withheld Grades – (handout).....procedures

18. FGOTO (Denim Project; ID Senior show to go to Houston; Leadership workshop; new labs; fashion gallery, Hosp/Business degree plan, Hosp/film crew class, CFLE, FND new degree plan etc.)

**Dates to Remember:**

August 21 – University and College Meetings (8:30am)(10am)

August 22 – Program Coordinator Assessment meeting (9:30-11:30)

August 22 – Syllabi to Nelda

Sept 1 – Holiday

Sept 2 – 3:30 New student Convocation (faculty in regalia)

Sept 12 – Faculty Meeting HMS (Dining room) 1:30pm

Sept 19 – Data Day (8:30-11:30) (1-3) ECRC 212
October 15 – Tenure track faculty FAR and notebooks due by noon

October – 17 Faculty Meeting 1:30

November 7 – Faculty Meeting 1:30pm

November 14 – Digital Measures Close – ALL FARS with student evals to director

November 15 – Showcase Saturday

November 27- Thanksgiving break
Credit and Contact Hours

Original Implementation: February 4, 1986  
Last Revision: April 15, 2014

This policy applies to all courses at all levels (undergraduate and graduate) that award academic credit (i.e., any course that appears on an official transcript issued by the university) regardless of the mode of delivery including, but not limited to, self-paced, online, hybrid, lecture, seminar and laboratory. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.

Contact hours of courses offered for degree credit will conform to the rules of the Texas Higher Education Coordinating Board. The university adheres to the Carnegie unit for contact time (750 minutes for each credit awarded).

The expectation of contact time is the same in all formats of a course whether delivered fully online, hybrid, or face-to-face. Courses that have less structured classroom schedules, such as seminars, independent studies, internships, practica, studio work, or any other academic work leading to the award of credit hours, at a minimum, should state comparable learning objectives, expected outcomes and workload expectations.

Permission to offer a course in a shortened format is required by the academic unit head, academic dean and the provost and vice president for academic affairs. The instruction and content of the material must be appropriate for a shortened duration and the quality of learning at least equal to a course offered in a regular format. Students enrolled in a shortened course must meet the university’s regular admission requirements.

Credit Hour

The federal definition of a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or;

2. At least an equivalent amount of work as outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.
Fall & Spring Semester Guidelines for Class Time Scheduling

A. Day classes (classes starting between 8:00 a.m. and 3:30 p.m.) offered on the main campus of Stephen F. Austin State University.
   1. Classes offered on a Monday, Wednesday, and/or Friday must abide by the following class time guidelines:
      a. One, two, and three-hour lecture classes that have start times between 8:00 a.m. and 12:00 noon (inclusive) will begin on the hour and have a 50 minute maximum meeting time each day.
      b. No one, two, or three-hour lecture class that meets on Monday and/or Wednesday and runs for more than 50 minutes will start before 1:00 p.m.
      c. Non-lecture classes (such as laboratory, studio, and performance classes) that meet one or more days per week for extended periods of time should always start on the hour. Additionally, to assist students with scheduling flexibility, these guidelines recommend (when possible) that no single section class of this type have a start time before 1:00 p.m.
   2. Classes offered on Tuesday and/or Thursday, must abide by the following class time guidelines:
      a. Class start times must be one of the following times:
         8:00 a.m., 9:30 a.m., 11:00 a.m., 12:30 p.m., 2:00 p.m., and 3:30 p.m.
      b. One, two, and three-hour lecture classes that meet on Tuesday and/or Thursday should have a 75 minute maximum meeting time each day.
      c. To assist students with scheduling flexibility these guidelines recommend (when possible) that no single section non-lecture class (such as a laboratory, studio, or performance class) have a start time before 12:30 p.m.
   3. These guidelines recognize that non-lecture block classes (such as field based, clinical, and student teaching classes) must be scheduled to meet the requirements of their respective programs.

B. Evening classes (classes starting at or after 4:00 p.m.) offered on the main campus of Stephen F. Austin State University.
Understanding that scheduling flexibility can be important in order to preserve the integrity and marketability of some programs and course offerings, adherence to the following guidelines is recommended but not required. In particular, some departments support graduate programs that are completely self-contained (i.e. courses are not available to students who are not admitted to the program and students in the program take no courses outside of the program) and must offer courses in the program to meet the needs of its students. On the other hand, departments offering programs that involve degree required courses in more than one department should coordinate the scheduling of night classes to allow students to take two classes (if desired) on the same night.
   1. Three-hour lecture classes that meet one night per week should be scheduled at 4:00 p.m. - 6:30 p.m. and 6:45 p.m. - 9:15 p.m.
2. One and two-hour lecture classes that meet one night per week should not have starting and ending class times that cause the class to overlap with both class sessions specified in B.1.

3. One, two, and three-hour lecture classes that meet more than one night per week should not have starting and ending class times that cause the class to overlap with both class sessions specified in item B.1.

4. These guidelines recognize that special circumstances associated with the scheduling of non-lecture night classes (such as laboratory, studio, and performance classes) may prohibit these classes from satisfying the specified guidelines in item B.1.

C. Classes not offered on the main campus of Stephen F. Austin State University.
Classes meeting at remote locations should be scheduled at times that meet the requirements of the respective locations and the needs of the students at these locations.
SYLLABUS TEMPLATE CHECK OFF LIST

Instructor: 
Office: 
Office Phone: 
Other Contact Information: 
Course Time & Location: 
Semester: 
Office Hours: 
Credits: 
Email: 

Prerequisites:

I. Course Description: (brief paragraph)

______ Begins with General Bulletin description

______ List any pre-requisites, field and/or clinical requirements, if applicable.

______ Possibly add other major topics and issues contained in the course.

______ Indicate if there is a critical assignment related to accountability and accreditation in this course.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

______ Give a brief description of how this course relates to the Perkins College of Education’s Conceptual Framework (CF) and/or Vision, Mission, Goals and Core Values (VMGV).

______ Include how the course objectives, activities, and other course aspects support the CF and/or VMGV. The CF and VMGV describe a shared vision and purpose for the SFASU College of Education.

______ This section should link course objectives with professional organization standards.

______ Connections with other courses within the program.

Program Learning Outcomes:

______ List the program learning outcomes addressed in this course as identified in the course matrix for your degree program.

______ If your department requires a listing of all Program Learning Outcomes (PLOs) on the syllabus, please identify those that are directly taught in this course.

______ Could identify 3-5 PLOs that address the program and can be used throughout the program.

______ If this is a general education core curriculum course and no PLOs are taught in this course then insert the following statement under this heading:

"This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course."

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Student Learning Outcomes:

_____ List all students learning outcomes (SLOs) for this course including the course specific student learning outcomes that support the PLOs above.

_____ SLOs in a course support the PLOs and are specific as well as include the exact knowledge, skill or behavior taught in the course.

_____ Include program standards, ISTE, and InTASC standards needed here. (Phase in process)

_____ Assessments for the SLOs need to be measurable.

_____ For additional information on meaningful and measurable learning outcomes see the assessment resource page http://www.sfasu.edu/assessment/index.asp.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

_____ Assignments and/or activities need a short description

_____ Include program standards, ISTE, and InTASC standards as well as SPA standards are required for the assignments.

_____ Any and all assignments that represent a SPA or CAEP standard (including ISTE and InTASC standards) are required to be submitted in LiveText for accreditation purposes.

IV. Evaluation and Assessments (Grading):

_____ Describe what the assessments will be and what portion of the grade will be determined by that assessment.

_____ If you count attendance as part of the grade, be sure to include how attendance will be taken and the percent attendance will count towards a final grade.

_____ Include any assessment scoring guides.

_____ Indicate the penalty assessed to the assignment(s) that require a LiveText submission should the student not submit as required.

V. Tentative Course Outline/Calendar:

_____ Indicate topic, assignment, and anticipated due dates for each class meeting.

_____ Topics should reflect the program goals and clearly present program standards, as well as professional and state standards.

_____ Indicate the assignment(s) that are related to accountability and accreditation.

_____ Indicate all and any assessments that require submission to LiveText

_____ NEW: Attendance and participation MUST be addressed in syllabi. Faculty may want to consider an assignment during the first three weeks of school that signifies a student has attended and participated in the class. For reporting purposes, a student who does

Revised August 13, 2014
not attend class and/or show participation will be dropped from financial aid for that course.

VI. Readings (Required and recommended—including texts, websites, articles, etc.):

______ Any and all materials used for the course need to be added here.

______ FEM Statement:
In this course you must purchase and enroll in the LiveText add-on Field Experience Module (FEM) PRIOR to your first day of field experience / clinical teaching. This can be purchased from www.livetext.com for a fee of $15.00. Failure to purchase and activate the account and/or submit the required assignment(s) could result in course failure.

______ LiveText Statement:
Upon your enrollment in this course, if you do not already have an existing LiveText account, you should receive an access code for a free LiveText account. LiveText is a data management system that you will use to submit designated assignments in this course. The access code will come to you directly from the LiveText system to your SFA email account. If you do not receive this code by the end of the first week of class, please check you junk e-mail. If you still do not have the message, please contact the SFA LiveText coordinator at livetext@sfasu.edu. Once you have received the access code, it is YOUR responsibility to activate the account. Failure to activate the account and/or submit the required assignment(s) could result in course failure.

VII. Course Evaluations:

______ Include a statement about the importance of course evaluations, the process, and if the instructor allows, outline how the students will be rewarded/recognized for completing the survey, i.e. extra points.

______ Possible statement to use:

“Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:
1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, pay, and retention.
As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical”

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

Revised August 13, 2014
VIII. Student Ethics and Other Policy Information: Found at https://www.sfasu.edu/policies

_____ Class Attendance and Excused Absence: Policy 6.7

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences.

_____ Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

_____ Student Academic Dishonesty: Policy 4.1

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one’s own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one’s paper or presentation without giving the author credit.

**Penalties for Academic Dishonesty**

Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

**Student Appeals**

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Revised August 13, 2014
______ Withheld Grades: Policy 5.5

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

______ Student Code of Conduct: Policy 10.4

Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

Additional Information:

To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

2. Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at www.texas.ets.org/registrationBulletin/<http://www.texas.ets.org/registrationBulletin/>). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

For further information concerning this matter, contact Katie Snyder 936-468-1740 or snyderke1@sfasu.edu.

IX. Other Relevant Course Information:

Revised August 13, 2014
Pre-Administration Self-Evaluation

Faculty Member: _______________________________ Year: ____________

Upon completion of the Faculty Activity Report (FAR) please complete this reflective evaluation by creating a list bulleted items that indicate your strengths in each area, as well as concrete plans for improvement in each. Then indicate whether you found your performance in each area to be satisfactory or unsatisfactory. In the final section, please compose a brief reflective narrative that summarizes your overall performance for the academic year, with attention to your responsibilities at the program, department, college and university levels.

TEACHING

Strengths:

Plan for Growth:

My performance in this area is: ( ) Satisfactory ( ) Unsatisfactory

SCHOLARLY / CREATIVE ACTIVITY

Strengths:

Plan for Growth:

My performance in this area is: ( ) Satisfactory ( ) Unsatisfactory

SERVICE

Strengths:

Plans for Growth:

My performance in this area is: ( ) Satisfactory ( ) Unsatisfactory

Draft version 2: 8-14-14
PROFESSIONAL DISPOSITIONS/RECRUITMENT RETENTION

My performance in this area is: ( ) Satisfactory       ( ) Unsatisfactory

REFLECTION:

Draft version 2: 8-14-14
Child/Family Development Enrollment
2003 – Spring 2014

Family & Consumer Sciences
2003 – Spring 2014
Hospitality Enrollment
2003 – Spring 2014

Interior Design
2003 – Spring 2014
Interior Merchandising
2003 – Spring 2014

Master’s Program
2003 – Spring 2014
Fashion Merchandising
2003 – Spring 2014

Food, Nutrition & Dietetics
2003 – Spring 2014
Graduate Requirements
Item 7 on Agenda

Graduate/doctoral students MUST be enrolled in the semester/term in which they are completing a culminating program/degree requirement – comps, thesis, dissertation.

Graduate/doctoral students MUST be continuously enrolled (fall, spring, summer 1, summer 2) until the thesis/dissertation is defended, corrections made, and final documents submitted.

Graduate Assistants/Doctoral Research Assistants MUST be enrolled in a minimum of 6 credit hours each long term (fall, spring) and a minimum of 3 credit hours during the summer (summer 1 and/or summer 2).

Please share this information with faculty/programs and please make sure that this information is on your website and in all graduate/doctoral program handbooks.

Graduate programs and doctoral programs need to consider thesis/dissertation course hour changes to allow for available enrollment. I recommend variable 1-6 credit hours.
Summer 2015 (August) Summer II teachers will attend Summer II as well.

Spring 2015 (May)

Fall 2014 (December)

Graduation Schedule - All FAFSA sign up for one
School of Human Sciences
Withheld Grade Report

TO BE FILLED IN EACH TIME A WITHHELD GRADE IS REPORTED. Ordinarily a grade of WH will be assigned only if the student cannot complete the work within the time agreed upon with the faculty and no later than one calendar year from the end of the semester in which they receive a WH or the grade automatically becomes an F. ALL WH FORMS HAVE TO BE SIGNED BY THE DIRECTOR.

Course Number:
Section Number:
Semester:

Students Name:
Student ID number:
Student Email:
Student telephone number:
Student permanent Address:

Why was a grade of WH assigned?

What work remains to be completed? Please be specific. Include assignments and any instructions along with point values if applicable. Please determine when work should be completed (ex: No later than August 15, 2014.)

Due Date(s) of required work:

Grade to be assigned if work is not completed:

_________________________________________    ___________________________________________    ___________________________________________
Faculty Signature    Student Signature    Director Signature

Grade Change Activity

Grade:

Updated 8/13/2014
GRADE CHANGE FORM

Student: ____________________________________________

Last           First           Middle

SID #: _________ - _________ - _________

Change grade from ____________ to ____________

Course: ____________

Semester: ____________

Semester          Year

Reason:

TO THE INSTRUCTOR:
Please complete, sign, and date this form and submit it to your academic chair. Do NOT give this form to the student.

Instructor                        Date

Dept. Head                        Date

Dean                             Date

Stephen F. Austin State University Registrar’s Office

A change of grade in ____________ ____________ to a grade of ____________ has been posted to your permanent record.

________________________________________

________________________________________

________________________________________

Revised January 2009
Course Grades

Original Implementation: January 25, 2000
Last Revision: July 16, 2013

Faculty members may use a variety of factors including assignments, oral and written quizzes, examinations, class attendance, and other course activities to determine course grades as listed in their course syllabi.

Recorded Grades

A grade of A indicates excellent performance; B, above average performance; C, average performance; D, below average performance; F, failure; QF, quit failure; WH, incomplete or grade withheld; WF, withdrew failing; WP, withdrew passing. Marks of R*, T*, and AU appearing on a transcript indicate remedial grades, transfer grades, and audit grades, respectively, that are not entered into calculation of the grade point average (GPA). Marks of K and KH appearing on a transcript indicate courses whose hours are not included in attempted, earned or GPA hours and are applicable only to a specific category of study abroad courses. WP and WF are assigned only when a student has withdrawn from the university after mid-semester or with special approval of the student's academic dean. Some courses are graded on a pass (P) / fail (F) system with no other grades awarded.

Withheld Grades

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Grade Point Average

Only grades earned at Stephen F. Austin State University (SFA) will be used for calculating GPA. Grade points are assigned based on the letter grade for each course:
- A = four grade points per semester hour;
- B = three grade points per semester hour;
- C = two grade points per semester hour;
- D = one grade point per semester hour; and
- F, QF, and WF result in no grade points.

The GPA is determined by dividing the sum of the grade points earned at SFA by the total number of hours attempted at SFA, except that grades of W, WH, P, and WP are not
counted. In addition, repeating a course may affect the grade point calculation.

**Repeat Grades**
Students who make an F in a course can get credit only by repeating the course. Undergraduate students who want to repeat courses to improve their GPA at SFA must repeat those courses at SFA. For any course that is repeated at SFA, the grade earned in the most recent enrollment will be used to calculate the GPA. Credit hours for courses taken at other institutions to replace credit hours earned at SFA may be used to meet graduation credit-hour requirements, but not for GPA calculation.

**Mid-Semester Grades**
Mid-semester grades will be posted for 000-, 100- and 200-level courses during fall and spring semesters. These grades will be posted before the last day to-drop courses each semester. The university will provide students with recommendations and options regarding academic performance.

**Grade Reporting**
On the first day of final examinations of each semester or summer term, the Office of the Registrar will make grading available through online services. Instructors must enter student grades into the electronic student records database by the deadline established on the university calendar.
The Office of the Registrar will provide access for electronic verification grade sheets for each class to academic units. It is the responsibility of each instructor to verify accuracy of grade entry and to notify the registrar of any discrepancies.
Grades must be posted in a manner consistent with Family Educational Rights and Privacy Act (FERPA) regulations.

**Grade Changes**
Once a final grade has been posted, it can only be changed by submitting a WH and Grade Change Form with the appropriate approval signatures. Grades should only be changed in cases of error or, in the case of WH, when the course requirements have been completed.

**Cross Reference:** General and Graduate Bulletins; Class Attendance and Excused Absence (6.7); Military Service Activation (6.14); Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs
Forms: WH and Grade Change Form

Board Committee Assignment: Academic and Student Affairs