CAMPUS MISSION
The mission of Ohio University Lancaster and Pickerington Center, a regional campus and center of Ohio University, is to create a learning environment that encourages critical thinking and intellectual growth by providing access to affordable academic opportunities. The campus seeks to enhance the educational and professional prospects available to residents of central Ohio by providing access to a variety of associate’s, bachelor’s and master’s degrees, as well as opportunities for lifelong learning. Ohio University Lancaster and Pickerington Center are dedicated to promoting research, creative work, and other scholarly activity and to strengthening the economic and cultural vitality of our communities through diverse partnerships and programs.

For Faculty Information Visit: [https://www.ohio.edu/lancaster/facultystaff/instructionalsupport.cfm](https://www.ohio.edu/lancaster/facultystaff/instructionalsupport.cfm)
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ADDITION TO YOUR CLASS – CAUTION: DO NOT WAIVE PRE-REQUISITES
All classes have a specified enrollment limit. Instructors have the discretion of allowing additional students to enroll in classes where the limit has been met. These decisions should be based on the availability of seating and other necessary resources (e.g., computers, lab equipment) and should follow consultation with the division coordinator. Permission slips for allowing students into filled classes are available in Student Services. Do NOT send students to pick up permission slips – the Student Services office will not provide permission slips to students.

You are not obligated to approve or sign these slips and you are encouraged to verify pre-requisites on a DARS (or consult Associate Dean’s office). If you grant such approvals, sign the form*; include the date the student first attended the class, and return the form to the student as it is needed to be submitted to Student Services for processing. Before you sign a form to waive prerequisites, you must contact a Lancaster Campus Group I faculty member in your discipline, or the Associate Dean. This is especially important for classes in Education. Permission can also be submitted via an email string including the students request, the faculty permission and the details of the class (class name and number). This email should be sent to Cindy Mayle at maylec@ohio.edu.

*See waitlisted classes (do not complete/sign permission slip(s) if a class has a waitlist option!)

BLACKBOARD
The Blackboard course management system enables instructors to create, manage, and deliver course materials electronically. All instructors can create a Blackboard site for their classes, if so desired. Available features of Blackboard include:
- Course Announcements
- Course Documents
- Discussion Boards
- Online Assignment Submission (via the Digital Dropbox)
- Online Quizzes and Exams
- Online Grade Book

Faculty can easily customize their Blackboard sites and tools are available to assist instructors in uploading information (e.g., Word documents and PDFs). Training resources are available by contacting the Associate Dean’s Office (740.681.3305). In addition, online training is available at https://blackboard.ohio.edu and the OUL web page under Faculty/Staff, IT Resources. If you have problems accessing any Online Services provided for faculty, contact the IT Help Desk in Athens at 740.593.1222 or servicedesk@ohio.edu.

See “Cheating and Plagiarism” for SafeAssign information which is included in Blackboard. This service scans papers for possible instances of plagiarism (similar to Turnitin®).

CLASS CANCELLATION (Instructor Cancellations)
Anticipated Class Cancellations: The instructor is expected to meet all scheduled classes. Members of the faculty who must be absent from teaching responsibilities require the approval of the Division Coordinator and/or the Associate Dean. If an absence can be anticipated, approval needs to be obtained in advance and, where possible, arrangements made for a substitute. Your syllabus should contain cancellation information and students must be reminded by email.

Unexpected Class Cancellations: As soon as practical, notify students by email from your roster(s) in Blackboard through the Faculty/Advising Center. Please note on the course syllabus that students should monitor their Ohio University email accounts for notices of unexpected class cancellations. Monitoring the OUL website is also recommended. For early morning classes and Saturday classes, if staff are not available, the website may not be updated in a timely manner.

Reporting: Report all cancellations by OHIO email to the distribution list “Lancaster Cancelled Section” – oui-dg-cancelledsection@ohio.edu. The distribution list is monitored by staff members who post cancellation information to the website. Please call the Associate Dean’s Office (740.681.3305) only if necessary.

To select the distribution list “Lancaster Cancelled Section,” log into your OHIO email account, open a new email and type “Lancaster Cancelled Section” for the address. If you cannot recall the title and you are using the desktop client for Microsoft Outlook, click on the address book and type “Lancaster.” All Lancaster distribution lists will appear and you can select “Lancaster Cancelled Section.”
It is important for the Associate Dean’s Office to post an official announcement based on up-to-date information before the class meeting time; even if a cancellation has been announced to the class or noted in requests for professional travel. Only the campus Dean has the authority to officially cancel a class. Campus-wide cancellation and closing announcement procedures can be found at the OUL|P homepages.

For each class that is to be cancelled, please provide the following information:
- Date the class is cancelled
- Class number
- Course subject/Catalog number
- Class start time
- Location (Lancaster or Pickerington)
- If you have notified the students
- Brief reason

For Campus and/or Class Closures by the University – See “Weather Emergencies”

CHEATING AND PLAGIARISM
The Ohio University Student Handbook includes the following description of acts considered to be in violation of the Student Code of Conduct:

“Academic misconduct is an A1 violation of the Ohio University Student Code of Conduct and is defined by the student code of conduct as dishonesty or deception in fulfilling academic requirements. It includes, but is not limited to cheating, plagiarism, un-permitted collaboration, forged attendance (when attendance is required), fabrication (e.g., use of invented information or falsification of research or other findings), using advantages not approved by the instructor (e.g., unauthorized review of a copy of an exam ahead of time), knowingly permitting another student to plagiarize or cheat from one’s work, or submitting the same assignment in different courses without consent of the instructor.”

http://www.ohio.edu/communitystandards/academic/students.cfm

This statement should be included verbatim on your syllabus to assist in communicating clear expectations about what constitutes cheating and plagiarism. Students often believe falsely that copying something from a website without citation is not plagiarism. You may wish to clarify this example specifically with them. If you suspect that a student is in violation of the Student Code of Conduct, please refer to the Ohio University Office of Community Standards website for a description of the faculty policies and procedures. Also see Judicial Issues. Our judicial officer on the Lancaster | Pickerington campus is Pat Fox in Student Services.

SafeAssign available through Blackboard. SafeAssign compares submitted assignments against a set of academic papers looking for overlapping areas between the submitted assignment and existing works. It is an effective deterrent as well as an educational tool. As well as reviewing the assignment for originality, it creates opportunities to help students identify how to properly attribute sources rather than paraphrase.

CLASS ATTENDANCE
Faculty are responsible for their own class attendance policies except in instances where a departmental policy exists (e.g., The Department of Modern Languages mandates that too many absences in FR 1110 courses results in an automatic F grade). Your attendance policy MUST be included in the course syllabus that you distribute during the first class meeting. Clearly state the consequences of poor attendance on a student’s final grades. This policy should go into effect at the first class session.

Students who participate in University-sponsored activities (e.g., athletics, academic field trips) may request permission to miss class. You should ask the student for written verification of the absence from the faculty advisor or sponsor. It is not required, but advisable, to allow students class absences for major religious observances.

If a registered student does not attend the first two contact hours of the course and has not notified the instructor about those absences, he or she may be dropped from the class roster. The student is not automatically dropped. **Withdrawling from the class is the responsibility of the student – please let students know this.** The last day for a student to drop a regular semester class from their academic record with possible fee adjustment is **Friday, January 26, 2018.** The last day for a student to withdraw (drop) from an individual class (without fee adjustment) is **Friday, March 30, 2018. Please include the withdrawal dates on your syllabus and provide ample (grade and performance) feedback to your students before these dates.**
CLASS MEETING TIMES/BREAKS
It is the instructor’s responsibility to start classes on time and prepare for classroom activities that span the time that the class is scheduled. Instructors are expected to meet classes every scheduled day for the full time allotted. Breaks during class sessions can be included at the instructor’s discretion. It is important to meet the entire class period; releasing students early from class may mean that class contact time falls below the minimum required by our accrediting agency. Moreover, serious students do not appreciate it when instructors end class early.

CLASS ROSTERS (See Faculty & Advising Center)

CLASS TRIPS
If you would like to take your class off campus for a trip or assignment, please contact the Associate Dean’s Office with information about the date and location of the trip to obtain approval. If transportation is requested, please contact the Dean’s Office (740.681.3302) at least two weeks in advance to reserve the University van(s). You will be required to submit a driver verification record before driving an OU van. Please provide information about off-campus commitments to the students in the syllabus and preferably in the course registration system so they are aware of unusual obligations by or before the start of class.

CLASSROOM COURTESY
Please meet your classes (all scheduled sessions) for the full allotted time. Please do not go over the time allotted for the class as other instructors may need to get into the classrooms to prepare for their classes. As a courtesy, if you rearrange seating in a classroom, please return it to its normal configuration and erase the boards. Also, please do not leave supplies and equipment in the classroom in a way that inconveniences the start of class for the next professor.

Do not switch classrooms without prior authorization from the Associate Dean’s Office (740.681.3305). Even if a room appears to be empty for a given time slot, it may be scheduled for a special event not noted on the posting beside the classroom entry door.

COMPUTER ASSISTANCE
Anyone can submit a service request via our Footprints web form on the Lancaster/Pickerington website. This is our preferred and quickest method for submitting a service request and receiving immediate support. Just follow the links below and fill out the simple web form.

Lancaster: http://www.ohio.edu/lancaster/facultystaff/workorders.cfm
Pickerington: http://www.ohio.edu/pickerington/facultystaff/workorders.cfm

For personal assistance, please visit the IT helpdesk (Lancaster) located on the 1st floor across from the Bistro, or call ext. 13338. If no one is available to take your call, leave a brief message about the nature of your request/issue with your name, location, and contact information and someone will promptly return your call.

OULP Computer Services Staff
Paul Allen, Director of Computer Services, ext. 13704, allenp1@ohio.edu
Dustin Ashton, IT Support Specialist, ext. 13703, ashtond@ohio.edu
Brad Sayers, Applications Analyst, ext. 13702, sayersb@ohio.edu

COMPUTER LABS
There are many instructional computer labs at Lancaster campus and Pickerington Center. An open computer lab with PCs and Macs is located in Herrold Hall, Room 215A. There are also many PC and Macintosh computers for student use in the library.

Open Lab – Herrold Hall Room 215A, Lancaster
Hours:  Monday through Thursday  8 am – 9 pm
        Friday             8 am – 5 pm
        Saturday/Sunday    CLOSED

Winter Break and Summer Hours:
        Monday to Friday  8 am – 5 pm
Use of instructional labs must be reserved like all other classrooms. Contact Kathy Holt at ext. 13305, e-mail holk@ohio.edu or Maryann Lape at ext. 13339, e-mail lape@ohio.edu for room reservations. All instructional labs have 20 student computers and 1 instructor computer.

- Herrold Hall, Room 217 – Windows 10, MS Office 2016
- Herrold Hall, Room 218 – Mavericks (Mac) & Windows 7, MS Office 2011/2013 - Dual Boot
- Herrold Hall, Room 219 – Windows 10, MS Office 2016
- Brasee Hall, Room 405 – Windows 10, MS Office 2016
- Pickerington Center, Room 111 – Windows 10, MS Office2016

For a detailed list, visit our Classroom Directory:
http://www.ohio.edu/lancaster/facultystaff/classrooms/classroomdirectory.cfm

**COMPUTER AND NETWORK USE**

Policy 91.003 provides guidance and establishes expectations for members of the university community as they use Ohio University’s information technology resources.

**CONFIDENTIALITY OF STUDENT INFORMATION / FERPA**

Ohio University Lancaster complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. Student academic records are confidential and cannot be released to persons outside of the institution without the written consent of the student. As an instructor, you are not permitted to share information regarding the student’s academic performance (e.g., grades, attendance) with family (including spouses and parents) or any other person except for official university business, without the student’s written consent. It is always better to consult with the Associate Dean’s office or Student Services if in doubt.

REMEMBER: Take care and protect the student’s right to privacy when asked for information via phone or email! Others may have access to email sent to addresses other than a student's OHIO email account. Take a moment to be sure that you are communicating with the student before releasing any information. See Reference Materials for “Excerpt from Ohio University Policy & Procedure 12.020 Student Records.”

**COPYING**


**COURSE EVALUATIONS**

Evaluations are administered electronically through the Class Climate system (OU’s course evaluation system is called Class Climate) for all adjunct faculty. Students will receive a Class Climate email about two weeks before the end of the semester (not inclusive of finals week) with class information and a link to complete the online survey (see SAMPLE survey in Reference Materials). The email provides a deadline for completion of the survey (the Saturday BEFORE finals week at midnight is the deadline). Several reminder emails are sent to students before the deadline.

The instructor will receive a status report during the two week evaluation timeframe providing percentage complete information. Upon receiving this report, encourage students to complete the survey by reminding them that they received the survey request. You also may want to provide class time and encourage students to complete the survey at that time. Final summary reports will be generated and issued AFTER grade submittal deadline. Evaluations may be reviewed by the Dean, Associate Dean, and/or Division Coordinators and may be used for ongoing staffing decisions, providing a past context for evaluating student concerns, and other reasons. Those offices and officers will make every effort to respect the security of these documents and to limit their exposure to the extent possible.
DISCRIMINATION AND HARASSMENT POLICIES

Ohio University Policy 40.001 prohibits discrimination or harassment on the basis of protected status.
Ohio University recognizes the human dignity of each member of the Ohio University community and believes each member has a responsibility to promote respect and dignity for others. The University strives to foster an academic, work, and living environment that is free from discrimination or harassment. The University’s goal is to provide an environment where students, faculty, and staff can thrive, and that is welcoming and free of fear.

Ohio University will make its educational programs and employment opportunities equitably available to students and employees without discrimination on the basis of race, color, religion, age, ethnicity, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information. Harassment is a form of discrimination and, therefore, harassment directed toward an individual or group, or experienced by an individual or group, violates this policy.

This policy applies to all Ohio University operations and programs, including regional campuses. It applies to all university students and employees, including faculty, administrators, classified non-bargaining staff, bargaining unit staff, and student employees. It also applies to all vendors, contractors, subcontractors, and others who do business with the University. It applies to all visitors or guests on campus to the extent that there is an allegation of harassment made by them against university students or employees.

Ohio University Policy 03.004 prohibits sexual misconduct, relationship violence, and stalking.

Sexual harassment is a form of discrimination. Sexual harassment includes sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature that is unwelcome and sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person's) viewpoint. Sexual harassment occurs under either of two circumstances, "sexual harassment by quid pro quo" and "sexual harassment by hostile environment."

Sexual harassment by quid pro quo is physical or verbal conduct of a sexual nature that is unwelcome and sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person's) viewpoint, where submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic status; or submission to or rejection of such conduct by a person is used as the basis for employment or academic decisions affecting such person.

Sexual harassment by hostile environment is physical or verbal conduct of a sexual nature that is unwelcome and sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person's) viewpoint, where such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. The determination of whether an environment is "hostile" is often contextual and must be based on the circumstances. These circumstances could include: the frequency of the conduct; the nature and severity of the conduct; the relationship between the complainant and the respondent; the location and context in which the alleged conduct occurs; whether the conduct was physically threatening; whether the conduct was humiliating; or whether the conduct arose in the context of another discriminatory conduct.

You will find Ohio University's Sexual Misconduct Policy at: www.ohiou.edu/policy/03-004.html.

All staff and faculty are required to complete the Bridges online sexual harassment training module. Failure to do so may impact future staffing decisions. The President of Ohio University has made clear the expectation of 100% compliance with this training.

Ohio University Policy 03.006 prohibits retaliation.

No member of the University community may retaliate against a whistle-blower. Whistle-blowers who believe that they have experienced retaliation by a university employee should contact the Office of Legal Affairs. To find out more about the Ohio University Whistle-Blowing and Retaliation Policy visit www.ohiou.edu/policy/03-006.html.

Ohio University Notice of Non-Discrimination: How to submit a complaint.

If you believe you have been discriminated against or harassed at Ohio University on the basis of race, color, religion, age, ethnicity, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information; there is help available. The following person has been designated to handle inquiries regarding the University’s non-discrimination policies, to receive discrimination, harassment, and sexual misconduct complaints from members of the university community, and to monitor the institution’s compliance with state and federal non-discrimination laws and regulations:
Office of Equity and Civil Rights Compliance - Title IX Coordinator
Office of the Executive Vice President and Provost
Ohio University, Athens, Ohio 45701
Voice: 740.593.9140   Fax: 740.593.9168
http://www ohio edu/ equity-civil-rights/

For more information about Ohio University’s policies prohibiting discrimination, harassment, and sexual misconduct, and for a description of Ohio University’s grievance procedures, please visit the webpage for the Office of Equity and Civil Rights Compliance at http://www ohio.edu/equity-civil-rights/.

Ohio University is an equal access/equal opportunity affirmative action university.

DIVISION COORDINATORS
The campus has two divisions – Arts & Sciences and Professional Studies. See the Two Division Sketch in the Reference Materials at the end of this document to determine which division encompasses your area of teaching. You are strongly encouraged to consult with them.

Professional Studies: Christine Wolfe 740.681.3365 wolfec@ohio.edu
Arts & Sciences: Patrick Drumm 740.681.3716 drumm@ohio.edu

EDUCATION FIELD EXPERIENCE
If you have education majors in your classes who have questions or need additional assistance with their field experience assignments, please contact Danielle Bruning, Field Placement Coordinator, at brundingd@ohio.edu or 740.681.3328.

EXAM ADMINISTRATION
In rare instances in which you are not able to administer an exam for a traditional class, a faculty colleague should be asked to do it for you. Please DO NOT ask Faculty Support Staff to administer the exam. Instead, contact your Division Coordinator for assistance (see Division Coordinators information above).

See Testing Center for exam information (Center cannot proctor full class exams administered in one sitting).

FACULTY & ADVISING CENTER – https://www ohio.edu/registrar/adv.cfm
For detailed information about how to access your class lists, advisee lists and other useful resources please follow the link below. You will be required to complete Multi-Factor Authentication to access this feature. See the Multi-Factor Authentication section below. You will need to enable this also to submit grades and to access your vacation/sick time system.

Class Rosters
Faculty obtain class rosters and post grades online in the Faculty and Advising Center (FAC-see instructions below). The roster contains contact information for all students who have registered for your class. If there are students in your class whose names do not appear on the preliminary class roster, ask the student when he or she registered (rosters are updated once each morning – if a student registers after the update they will not appear on the list until the next day). If a student does not appear on the class roster and is seeking the instructor’s permission to add the class, procedures for doing so can be located in the section of this manual titled "Adding Students to Your Class."

You may access your class lists by going to the Registrar's homepage using Mozilla Firefox or Google Chrome. You will need to enable multi-factor authentication prior to this. Multi-factor authentication is required for several OU systems that protect sensitive employee and student information. Details about this, including a video tutorial are at https://www ohio.edu/oit/multi-factor/.

- Go to http://www ohio.edu/registrar
- Near the top of the page is an orange square that says “Faculty and Advising Center”
- Click the square. You are redirected to https://webapps ohio.edu/oasis/
- Enter your OHIO ID and Password and authenticate with multi-factor authentication
- Click on the “Teaching” tab at the top of the page and choose “Class Lists”
- Enter the criteria for your class list at the bottom of the page
Click on the class list
Print the class list by choosing either Excel or PDF file
The Faculty and Advisor Center is also available at the campus home page under the Faculty/Staff, Instructional Support page.
NOTE: Pages default to showing 25 students at a time. You may have more on subsequent pages!

Final Grades - Deadline to submit Spring Semester grades is 12:00 p.m. (noon) on Wednesday, May 9, 2018.
Faculty members submit final grades online using the Faculty & Advising Center (above).
- If there is a preprinted AU (audit) in the last column, do not enter a grade for that student.
- If a W (withdrawal) appears, add a P (passing) or F (failing) or N (never attended) depending on the student’s status when they withdrew from the course. You will further be required to indicate a date of last attendance.
- If a student has never attended your class, assign an FN.
- If a student attended for a time but stopped attending, assign an FS. You will be required to indicate the student’s last day of attendance or activity with this grade option.
- The grade of Incomplete (“I”) should be used only when a student did not complete the regular work of the course because of serious circumstances beyond his or her control. Do not give an “I” simply to give a student more time than other students had to do the work.
  - If you assign a grade of “I” please complete the Incomplete Grade Contract (included at the end of this manual or on the Lancaster webpage under Faculty/Staff, Instructional Support) and return it to the Associate Dean’s Office at the end of the semester.
    Grades of “I” turn into a grade of “F” if the Incomplete is not changed to a grade via a Special Grade Report. The deadline for changing Incomplete grades is the 2nd Friday of the Fall or Spring semester. Extensions can be granted for the Incomplete grade upon completion of an Incomplete Extension Contract found in the Associate Dean’s office. The extension is valid through the entire semester following the receipt of the Incomplete (either Fall or Spring).
  - Note: Special Grade Reports must be submitted to the Lancaster Associate Dean’s Office no later than the deadline of the 2nd Friday of a respective semester (Fall/Spring only) or the “I” turns to grade of “F”.
- REMEMBER: It is poor professional practice to allow one or some students in a class to do “extra work” to bring up a low grade if that opportunity is not extended to all students. Consider that one student might be just as eager to raise a B+ to an A- as another is to go from an F to a D-.
- If a student does not appear on your grade report but appears to be registered, complete a Special Grade Report. Special Grade Report forms are available in the Associate Dean’s Office at OUL or at the Pickerington Center information desk.

Deadlines for online submissions of grades are very important in terms of prompt reporting of grades on transcripts.

FACULTY GROUPS (definition)
Group I – full-time benefited, tenure track faculty
Group II – full or part-time benefited, non-tenure track faculty
Group III – adjunct/part-time non-benefited faculty
Group IV – visiting full-time benefited faculty

FACULTY MAIL
Mailboxes for staff, full-time, and adjunct faculty in Lancaster are located in Brasee 307 (located on the 3rd floor). The key code necessary to enter the mailroom can be obtained from the Information Office (Brasee 304), the Welcome Desk (north lobby) or the faculty support staff (Brasee 305/306). Please check your mailbox each time you are on campus. The mailboxes for full-time and adjunct faculty in Pickerington are “folders” located in the filing cabinet in the Pickerington Center lobby.
Faculty Support Staff (LancasterFacultySecretaries@ohio.edu)
Amber Landis, Records Management Associate, 740.681.3345, landis@ohio.edu Available: 7:30 am to 4 pm M-F

Available to serve limited needs of all teaching faculty, both full- and part-time. The following guidelines have been developed so everyone can be served more effectively and efficiently.

Work can be submitted to the faculty secretary’s office in room 305 or sent by email to LancasterFacultySecretaries@ohio.edu. Please allow at least 4 hours turn-around time for copy requests. If there is work to be submitted while the secretary’s office is closed, you may complete a Faculty Secretary Work Order form and place the work in the mailbox marked Faculty Secretary located in the campus mailroom/copier room. Work Order forms are also available in the mailroom and in the Reference Materials included in this document.

Work requests may also be emailed to Amber (landis@ohio.edu).
1. Please do not send students from your class. Also never give students your mailroom door or copier codes. They may not do copying for you. Under no circumstances are students allowed to use the staff copiers or go into the mailroom.
2. Classroom support materials are given priority according to requested completion date and order in which work is submitted.
3. The faculty secretary should not be used for tasks other than secretarial services. If there are any questions on what her assigned duties are, please contact your Division Coordinator.
4. Policy prevents secretaries from doing private clerical work during working hours. If you wish to employ secretarial service, it should be done on a private basis.
5. Unless otherwise specified,
   a. completed work for faculty with offices in Brasee Hall will be delivered
   b. completed work for faculty with offices in Herrold Hall will be put in their mailbox
   c. for part-time faculty, work will be left in their mailbox and exams will be sealed in an envelope
   For copy jobs which are too large to fit in a mailbox, they will be marked with the faculty member’s name and placed on top of the mailbox shelves.
6. If you choose to do your own photocopying, use the copiers located in the mailroom by entering your department code for access. If you do not know your code, please contact (in order): the faculty secretary, Kathy Holt, or the Information Office.
7. For faculty who have a procurement card (not applicable to Group III/Adjunct faculty) and would prefer to not use the Concur software system, they may designate Amber Landis as their Concur delegate. As the assigned delegate, she will be able to make travel arrangements as well as create expense reports for purchasing card transactions. The cardholder will be responsible for turning in all receipts (within 10 days) to Amber so that she can create an expense report which the faculty member will need to submit through the Concur system. Remember: Delegating does not remove your responsibility to Agree to the OU Policy statement and submit your reports for approval.

Final Exams – Spring 2017-18 final exams begin on Monday, April 30, 2018
Final exams (except for summer or special class sessions) must occur during final exam week. The Lancaster final exam schedule can be viewed at www.ohio.edu/lancaster - click on Faculty/Staff button, Instructional Support (left side of page). Do not hold regular classes or labs during exam week. Non-written final evaluation projects like reports or presentations can be scheduled during the time set aside for exams. The Associate Dean must approve any rescheduling of undergraduate exams. Please seek approval for rescheduling at least two weeks prior to the exam date. Please advise students that the final exam schedule in Athens differs from the exam schedules at regional campuses.

University (Faculty Handbook) policy dictates that if you will not be giving an exam during the official time, you must still make yourself available to students during that time. Policy further requires the prior approval of the Division Coordinator or Associate Dean (both are preferable with cc by email) if you are not going to give a sit-down exam during the official time (for instance, if you will have a final paper due or similar).

Faculty should not schedule comprehensive or final tests during the last week of class or deviate from the established “Finals” schedule. That disrupts student work in other classes and may mean that class contact time falls below the minimum required by our accrediting agency.

Students cannot be required to take more than three finals on one day. If the schedule leaves a student in that situation, it is the student’s responsibility to discuss the situation with instructors in an attempt to reschedule one of the exams. The student should seek alternate arrangements from the instructor with the exam scheduled latest in the day. The Associate Dean will work with the student and the faculty involved to resolve the problem if necessary though we ask for your help in accommodating students in this situation.
FINAL GRADES (See Faculty & Advising Center)

FIREARMS
No firearms of any kind are allowed on campus/center property unless in the possession of an on-duty law enforcement officer. Faculty and staff should call 911 immediately to report a suspected violation to the local police/sheriff department with a follow-up call to the Dean’s Office at OUL or administrator on duty at the Pickerington Center. There is no reason to assume that a person with a firearm is harmless.

IMPORTANT DATES – SPRING SEMESTER 2018
Tuesday, January 16 Classes begin
Friday, January 26 Last day for a student to add a class with instructor permission
           Last day for a student to drop a class with fee adjustment (regularly scheduled semester class)
           Last day to remove “I” (incomplete) grades incurred during previous Fall/Spring enrollment
Monday, February 19 Last day for a student to apply for Spring Semester graduation.
March 12 thru 16 SPRING BREAK Week (no classes; University offices open)
Friday, March 30 Last day to drop an individual class (without fee adjustment)
                   Note: Course will remain on student’s record with WP/WF and no fee adjustment
Friday, April 27 Last day to withdraw (drop all classes) for Spring semester
Saturday, April 28 Last day of regular classes for Spring semester
April 30 thru May 5 Final Examination period (see information/link under “FINAL EXAMS”)
Wednesday, May 9 DEADLINE (12:00 noon) for all grades (submit online – see “FINAL GRADES” section)

The full academic calendar can be viewed at http://www.ohio.edu/registrar/calendar.cfm

INSTRUCTIONAL TECHNOLOGY
Most classrooms are equipped with overhead projectors, computers, DVD players and VCR players. In Lancaster, if remote controls or other supplies are missing, please contact the Information Desk (dial ’0’). If you need assistance or training, contact Computer Services by calling 740.681.3338 or by email at oulhelpdesk@ohio.edu. At Pickerington Center, contact the front desk (614.367.4100).

JANE JOHNSEN CENTER for LEARNING and STUDENT SUCCESS (JJCLASS)
Located on the 1st floor of Brasee Hall in Room 105 (across from the Bistro)
JJ CLASS - (740.681.3360) – email: jjclass@ohio.edu
Scott Minar – (Professor of English) – Director (740.681.3714)
Becky Parrish – (Instructor in Mathematics) – Coordinator (740.681.3361)

The Ohio University JJ CLASS is a tutoring facility that features private, individual tutoring carrels, group tutoring rooms, and a staff of friendly, well-trained peer tutors. OUL students are encouraged to call or stop by the JJ CLASS at any time during the posted hours for more information or to make an appointment to see a tutor. Although the hours vary slightly from semester to semester, the lab is typically open from 10:00 a.m. to 5:00 p.m. or later, Monday through Thursday while school is in session from September through May.

Math Tutoring
Our staff of peer math tutors offers math assistance to students Monday through Thursday typically between the hours of 10:00 - 5:00. Tutoring is free to OU students registered for a math course. Please sign in with the receptionist who will refer you to a math tutor that can assist you with your math course. No appointment is necessary. A schedule of when tutoring is available for your math course can be obtained from the receptionist or you may view the schedule on our web site https://www.ohio.edu/lancaster/academicsupport/tutoring.cfm.

English and Writing Tutoring
Our staff of English and writing peer tutors offers individual appointments from Monday through Thursday at various times throughout the day. Students should be encouraged to call or visit the desk worker at the JJ CLASS to select tutoring appointment times from our tutoring schedule or for walk-in tutoring on a first-come, first-serve basis. The JJ CLASS’s library of books about writing and grammar is up-to-date and features some of the best handbooks of grammar, writing, and style available. In addition, the JJ CLASS’s computers are internet-ready and may be used to access “online writing laboratories” or “OWL’s” as well as web sites designed to accompany writing textbooks (when these are available). Other sites useful to students of English may be accessed via these computers as well.
Other Subject Areas
Tutors in other subject areas are often available. Any instructor interested in setting up and directing a peer tutor in her or his area should contact Dr. Scott Minar at 740.681.3714 or minar@ohio.edu.

Pickerington Center - students should contact JJ CLASS for tutoring assistance.

Tutor.com – tutor.com/oulp (online tutoring services)
FREE to students. All students have access to Tutor.com via the website www.tutor.com/oulp. Students create an account and have several subjects to choose to receive tutoring assistance (see list of subjects available in Reference Materials). Initially they are allotted 8 hours of tutoring; however, if they need more time, they should contact Associate Dean’s office to have the time allotment increased.

JJCLASS
See JANE JOHNSEN CENTER for LEARNING and STUDENT SUCCESS (above)

JUDICIAL ISSUES
All Ohio University students are expected to adhere to the Student Code of Conduct which can be found at: (http://www.ohio.edu/communitystandards)

The code includes policies and procedures which address issues such as academic misconduct, discrimination, classroom disruptions, destruction of property, and harm to self or others. If an instructor encounters a student issue of a judicial nature, please contact Pat Fox (Enrollment Manager, fox@ohio.edu, 740.681.3310 – Brasee 339).

LAPTOP CARTS – REQUESTING
To reserve PC laptops to be brought to your classroom:
  1) Complete a work order to Lancaster's IT department - https://www.ohio.edu/lancaster/facultystaff/workorders.cfm
  2) In the work order, make sure you mark it for IT (not Physical Plant) and enter all of your contact information. In the "Problem Description" box, put in the information about your class, i.e. Fall semester, Tu/Th 8 am to 9:20 am Sept. 14 thru Dec. 7, what room, plus the number of computers you need.
  3) That way the IT staff can record the event on their calendar and have the computers to your room at the proper time – in this example, by 8 am on Tuesdays & Thursdays during Fall semester.

KEYS
Keys for labs or locked classrooms in Lancaster can be obtained at the Information Office (Brasee 304), that is open Monday through Thursday from 8:00 a.m. to 10:00 p.m.; and Friday from 8:00 a.m. to 5:00 p.m. during the semester.

LIBRARY RESOURCES - http://www.ohio.edu/lancaster/academicsupport/library/index.cfm
STAFF:                Judy Carey Nevin    Director    740.681.3351    careynev@ohio.edu
                      Julia Robinson    Reference Librarian 740.681.3348    robinsj1@ohio.edu
                      General Library Information 740.681.3350

LIBRARY HOURS:
  Fall and Spring semesters
    Monday through Thursday 8 am to 7 pm
    Friday 8 a.m. to 5 p.m.
  Summer Hours – visit website for posted Summer hours

Library Research/Information Literacy Instruction
Ohio University Lancaster librarians will provide in-person instruction in doing research, using library resources, and evaluating web sources and more. Librarians will also create customized research guides for your course(s) or for particular assignments. Ask a librarian for more information about what the library can do for you and your students.

OhioLINK
OhioLINK is a consortium of academic libraries whose pooled resources provide increased access to electronic and print sources. OhioLINK material is delivered to and picked up from OUL's library Monday through Thursday all year. Patrons may sign out their
OhioLINK material anytime the library is open. Please ask a librarian for assistance placing an OhioLINK request.

Reserves
Faculty wishing to put materials on reserve in the library should follow these guidelines. (1) Due to large quantities of reserves at the beginning of the semester, the library staff requires a seven- (7-) day notice for any materials through the second full week of the semester. (2) Beginning the third week of the semester, the library staff requires a 24-hour notice. Reserve periods are: closed, one-day, three-day, and seven-day. Materials should be removed when reserve status is no longer needed.

Electronic Equipment
The library has laptop computers, portable presentation projectors, presentation remote controls, Flip video cameras, digital audio recorders, and digital cameras for faculty use. Please ask a librarian for more information.

Syllabus Streamline
OHIO University Libraries are launching a new effort to maximize student access to assigned course materials. Instructors are encouraged to send their syllabi or course readings lists to library staff who will work to locate library versions such as ejournal articles, media, ebooks, and print books, and make them easily available to students at no cost. We can put physical items on reserve, provide scans of book chapters, and provide reliable permalinks to electronic content for use in a course syllabus or shell. This ensures convenient and reliable access with the lowest possible cost to students while maintaining copyright compliance.

MULTI-FACTOR AUTHENTICATION – [https://www.ohio.edu/oit/multi-factor/enroll.cfm](https://www.ohio.edu/oit/multi-factor/enroll.cfm)
What is multi-factor authentication?
Multi-factor authentication turns a login into a two-step process:
1. Entering a password.
2. Confirming the login via smartphone app, text message, or automated phone call.
This confirmation step helps protect the university from data loss and you from identity theft should you fall victim to a phishing scam, because a scammer would need both your password and your phone to access your account.
Who needs to use multi-factor authentication? Faculty who want access to Faculty & Advising Center.
Why the requirement? With increased access comes increased responsibility. A lost or stolen password that belongs to someone with access to a service like Faculty and Advising Center represents a risk not only to that individual but also to the university as a whole. Using multi-factor authentication significantly reduces that risk.

MyOHIO Success Network (MOSN), running on the “Starfish” platform
MyOHIO Success Network provides a simple, convenient method of reporting concerns about a student, promoting early identification and intervention with at-risk students, reinforcing positive student behaviors, getting a more holistic picture of students’ academic and social engagement, and understanding the issues and challenges facing students. You will be asked to report mid-term grade reports and to use the system through the academic term to alert students’ network to any concerns (or kudos!) you have regarding students’ performance.

NOTICES AND POSTERS
Per OUL Policy OUL8111 “General Use Bulletin Board Policy & Procedure” - All notices and posters to be processed at the Information Desk (3rd floor of Brasee Hall). Material must be approved and stamped before being posted. Faculty are not to advertise individual courses or programs on campus/center bulletin boards – the schedule of classes should be our only “advertisement of courses”.

OHIO ACCOUNT INFORMATION
You are asked to check your OHIO email regularly for communications from the campus. Any exchanges regarding student performance, grades, or other FERPA-protected information should be done using the OHIO email system only. The same applies to your students. Encourage them to use their OHIO email for communication with you and to check their Blackboard course on a regular basis. Your OHIO email is available using the Outlook desktop client on your Mac or PC or on the web at [https://catmail.ohio.edu/](https://catmail.ohio.edu/)

FORWARD EMAIL: You may forward your OHIO email to an email account you frequently access by visiting [http://www.ohio.edu/oit/email/exchange/email_forward.cfm](http://www.ohio.edu/oit/email/exchange/email_forward.cfm) and following instructions on “Manage email forwarding” link.
OHIO ID CARD
Visit Student Services at OUL or the Information Desk at OUPC to apply for your OHIO ID and get your picture taken. The University is making greater use of card-access for doors and services so having this card is to your benefit.

OFFICE HOURS
Adjunct faculty are required to hold a minimum of one (1) office hour per week during the semester. It is beneficial if instructors could plan to meet with students immediately prior to and/or after class to answer questions in one of the adjunct faculty offices (see Office Space). We are not able to reserve classroom space before or after your scheduled class. It is the faculty member’s responsibility to provide students with a variety of ways that they can contact the instructor between class meetings should the student have questions. All faculty are required to submit their office hours and syllabi to Amber Landis (landis@ohio.edu) by the end of the first week of class.

OFFICE SPACE
Office space is available for adjunct faculty in Brasee 323, Brasee 534 and Herrold 220 in Lancaster. Office space at Pickerington will be available starting Spring 2018. These offices are unlocked. **There are no assigned desks in the offices – feel free to work at any available space.** Faculty should be available at scheduled times outside of class for assistance to students. A faculty and staff lounge (equipped with a microwave and refrigerator) is available at the north end of the 5th floor of Brasee Hall and in Herrold Hall 222 (Lancaster). Pickerington has similar spaces.

PARKING PERMITS
The South parking lot is reserved for Lancaster faculty and staff. A parking permit is required in order to park in this lot. Adjunct instructors will be issued a temporary parking tag upon request. You can obtain a parking permit from Carolyn Bateson in the Dean’s Office (5th floor Administrative Offices, Brasee Hall).

PAYROLL
All contracts for adjunct faculty or contracts for overload are initiated by Kathy Holt (740.681.3305) in Lancaster for both the Lancaster Campus and Pickerington Center. The supervisor of record for all adjunct faculty is the Associate Dean. If you need any updated new hire forms or a new hire packet, contact Kathy.

*Pay dates for adjunct faculty are on the 15th and last day of each month.*

<table>
<thead>
<tr>
<th>Session</th>
<th>Pay Dates</th>
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<tbody>
<tr>
<td>Fall 2017</td>
<td>Aug. 31, Sept. 15/30, Oct. 15/31, Nov. 15/30, Dec. 15/31</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>Jan. 15/31, Feb. 15/28(9), March 15/31, April 15/30, May 15</td>
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<tr>
<td>Summer 2017</td>
<td>Session 1 – May 31, June 15/30; Session 2 – July 15/31, Aug. 15</td>
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<td><strong>Full Session</strong> – May 31, June 15/30, July 15/31, Aug. 15</td>
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Full pay contracts for adjunct faculty are computed using the following formula:

- Earned Bachelor’s Degree $890 per credit hour
- Earned Master’s Degree $1,000 per credit hour
- Earned Doctorate Degree $1,075 per credit hour

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https://www.ohio.edu/regional/teachingrates.cfm - Regional Higher Education Payment Policies & Teaching Rates 2017-18

To calculate pay for classes meeting or exceeding the “Enrollment @ Full Pay” mark, multiply the number of credit hours for your course by the appropriate category above. For example: A faculty member who holds a master’s degree teaching one three (3) credit class with an enrollment of 7 or more would earn the following for the semester:

3 credit hours x $1,000 = $3,000

Incremental contracts (if enrollment in a course is insufficient to warrant full payment) - Faculty will have the option of teaching the class at an incremental pay rate in accordance with Campus policy unless the decision is made to cancel the class. **Incremental pay policy**; Before the semester begins, if upon review of enrollment numbers a class is determined to be “low enrolled” (based on the enrollment numbers noted above) and the administration does not cancel the class, the faculty member will be asked to teach the class at an incremental amount. The incremental amount quoted will **not** go down even if the enrollment goes down after the semester begins, i.e. before the add/drop date (typically the 2nd Friday of the semester). If the enrollment goes up by the add/drop date of the respective semester, the contract amount will increase according to the enrollment on that date up to the “enrollment at full pay” number of students. Because enrollments fluctuate so frequently, after the initial confirmation that the faculty member agrees to teach at
incremental pay, OUL’s policy is to **only** review enrollments again on the add/drop date; therefore, enrollments will not be reviewed at any other period of time before the add/drop date.

Rarely can exceptions be made to this policy. You can check up-to-date enrollments for your class on the web at [https://webapps.ohio.edu/classes/search.htm](https://webapps.ohio.edu/classes/search.htm), but daily fluctuations will not be considered to adjust the contract; only the enrollment number on the add/drop date or the “guaranteed” incremental amount will be entered for the contract.

Please contact the Associate Dean’s Office (740.681.3305) if you have questions about the status of your course. To calculate a contract that is classified “low enrolled” and thus would qualify for “incremental” pay, i.e. a class where the enrollment has not met the “Enrollment @ Full Pay” mark, multiply the number of students enrolled x the number of credits x the incremental rate. For AY 2017-2018, the incremental rate is $141 for adjuncts with a Master’s or Bachelor’s degree; and $144 for adjuncts with a PhD or other terminal degree. Examples:

- Adjunct w/Masters – a 3 credit low enrolled class at 5 students: 5 students x 3 credits x $141 incremental rate = $2,115
- Adjunct w/PhD – a 3 credit low enrolled class at 6 students: 6 students x 3 credits x $144 incremental rate = $2,592

All adjunct staff should complete a direct deposit form with their new hire paperwork so paychecks can be directly deposited to their bank. Faculty should visit the **MY PERSONAL INFORMATION** website ([https://www.ohio.edu/ebiz/myhr.html](https://www.ohio.edu/ebiz/myhr.html)) to view amount of paystub. If a faculty member wishes to receive a check, it will be mailed to their home address on record; therefore, it may be received after the noted pay dates.

**Affordable Care Act/Ohio University’s 11-credit rule:**

Hours worked by adjunct faculty (Group III faculty) are tracked. The University established a workload metric equating each credit or contact hour to 2.67 overall hours worked. This is called the 11-credit rule because no Group III faculty member should exceed an average of 30 hours per week (11 credits x 2.67 hours/credit = 29.37 hours per week) over an academic year. This rule includes all semesters and all University locations.

**PHONES**

Placing a call:

- On-Campus: Dial last 5 digits of phone number (this is the respective person’s extension number)
- Campus to Campus: Dial 10 digit number, i.e. to call Athens Registrar, dial 740-593-4191
- Off Campus Local: Dial 9 + 10 digit number
- Long Distance: Dial 9 + area code + telephone number

Phone messages taken at the Information Office or Welcome Desk will be put in your mailbox. At Pickerington Center, messages will be put in mailboxes.

**RETENTION OF STUDENT RECORDS**

Instructors shall retain grades, tests, and assignments as well as any other material used in determining a student’s grade for at least one academic semester (for fall semester classes please retain records until the end of spring semester) unless the instructor returns the material to the student or provides an alternative policy to the class at the beginning of the semester. Persons with grading responsibilities who leave the university should make appropriate arrangements with their division coordinators, the Associate Dean’s Office at OUL, or the Administrator’s Office at the Pickerington Center on the disposition of their student records. Faculty and staff must comply with FERPA law governing student records and should consult when in doubt. Faculty and staff should secure student records at all times.

**REMOTE ACCESS to YOUR COMPUTER FILES**

To access data/files in your home directory (home@ohio.edu) or H: drive just follow the link below from any PC with Internet access and login using your Ohio ID and password.

Remote Access Link: [https://sslvpn.oit.ohio.edu/dana/home/index.cgi](https://sslvpn.oit.ohio.edu/dana/home/index.cgi)

**SMOKE AND TOBACCO FREE CAMPUS**

The Ohio University Lancaster Campus/Pickerington Center are smoke- and tobacco-free campuses. The Tobacco Free Policy can be found at [http://www.ohio.edu/tobacco-free/policy/index.cfm](http://www.ohio.edu/tobacco-free/policy/index.cfm).
STATEMENT OF PROFESSIONAL RESPONSIBILITY
The following are statements that were adopted by the Ohio University Lancaster faculty:

- In general, the instructor is obligated to respect each student as a human being, to recognize that he/she has the feelings and inadequacies common to the human condition, and to recognize that he/she has both human and civil rights.
- The instructor respects all colleagues and students without reservation or favor because of race, national origin, religion, sex, degree or rank, discipline, or political sentiments.

STUDENT ACCESSIBILITY SERVICES (see Reference Materials)

STUDENT COMPLAINTS & APPEALS PROCESS

Grade Appeals
The instructor assigned to a class has full responsibility for grading, subject to the appeal process described herein. A student may appeal a grade through the following process:

1. The student should make concerted effort to resolve the matter with the instructor.
2. Failing resolution with the instructor, the student may appeal the grade to the division coordinator. The division coordinator must attempt a resolution acceptable to both the student and the instructor, but does not have the authority to change the grade.
3. If the resolution by the division coordinator is unsuccessful and the student wishes to continue the appeal, the division coordinator shall forward the appeal to the Associate Dean.

The burden of proof for a grade change is on the student, except in those cases involving charges of academic dishonesty. Students will be expected to provide written documentation that supports the student’s claim of the incorrect grade as well as written documentation of the student’s efforts to have the grade issue resolved.

- If the Associate Dean concludes that the student has insufficient grounds for an appeal, there can be no further appeal by the student.
- If the Associate Dean concludes that sufficient grounds do exist for an appeal, a faculty committee of five members shall be appointed by the Associate Dean, including the chairperson/coordinator of the department or division in question, to consider the case. If a majority of the committee members decide that the grade should be changed and the instructor does not accept the recommendation, the committee can authorize the Registrar to change the grade. The decision of the committee is not subject to further appeal.
- In appeal cases in which the coordinator is the instructor, the Associate Dean is authorized to appoint an alternate member from the same department or division to the committee. If the Associate Dean is the instructor, the role of the Associate Dean will be assumed by the Dean. In these cases or indefinite inaccessibility of the instructor, the departmental chairperson is responsible for the final grade, subject to appeal by the student to the Associate Dean as described in this section.

Non-Grade Complaints
A student may grieve academic matters not involving grades. These issues may include course content and instructor behavior. Before pursuing such a grievance, students should familiarize themselves with the importance of academic freedom to the educational environment of the university. If a student wishes to grieve an academic matter that is not protected by academic freedom (as defined in the Student Handbook at http://www.ohio.edu/students/handbook/policies) the student should first seek resolution of the matter with the instructor. If resolution is not reached, the student should take his or her grievance to the division coordinator into which the faculty member falls. The student should be aware that they may contact the Ombudsperson Office, 740.593.2627, for advice and counsel at any time during the academic grievance processes. The Ombuds serves as a neutral party to help the parties in question understand the process and, where possible to help reach resolution. The Ombuds does NOT serve as an advocate for either party.

SYLLABUS AND FIRST CLASS MEETING
According to the Ohio University Faculty Handbook, (found at http://www.ohio.edu/facultysenate/handbook), the following information is required of all syllabi:

- Instructor’s Name
- Course Class Number (e.g., #11409)
- Course Descriptive Title (e.g., Introduction to Computers)
- Course Subject and Catalog Number (e.g., CTCH 1250)
- List of intended outcomes or objectives upon successful completion of the class
• The basis for grading in the course
• A statement of the Instructor’s attendance policy, see Section IV.B.3
• Penalties that will be imposed for academic dishonesty, see Section VIII.F
• An explanation of policy relative to absences consistent with the student regulations as given in the Undergraduate Catalog, see Section VIII.C
• In order to protect the instructor’s intellectual property, it is suggested that the following statement appear in the syllabus: “The lectures, classroom activities, and all materials associated with this class and developed by the instructor are copyrighted in the name of (Instructor’s Name) and this date (give date).”

ADDITIONAL ITEMS TO INCLUDE:
• Instructor’s contact information (e.g., phone number and/or email address) and times when it is best to contact you.
• Calendar of assignments, due dates, reading assignments, labs, final exam, etc. (The final exam schedule is available online at http://www.ohio.edu/registrar/finals.cfm - make sure to note to click on “Regional Campus click here for final exam schedule.” link since Athens final exam schedule is different than Regional Campus final exam schedule) – see Final Exams section.
• University calendar information (e.g., the last day to withdraw without special permission) – see Important Dates section.
• Required course resources (e.g., textbook title & author; outside readings; manuals).
• Any additional policies the instructor wishes to address (e.g., cell phone policy, eating/drinking in class, policies for make-up assignments).
• Any deviations from the normal meeting time and place. (Required deviations need to be submitted into the class registration system before course enrollment begins.)

REMEMBER: Your syllabus should be considered akin to a “contract” between you and your students. If you wish to establish policies that may impact student grades, be sure to specify them clearly on your course syllabus.

A syllabus template is attached at the end of this document. Please consult with your mentor, division coordinator, or departmental colleagues as needed in finalizing your syllabus.

All faculty are required to submit a copy of their course syllabi electronically to Amber Landis (landis@ohio.edu). This should be submitted by the end of the first week of the semester. Timely submission of syllabi may be considered as part of staffing decisions.

TESTING CENTER – lancastertestingcenter@ohio.edu
All testing is done individually; no full classes are proctored. The Center’s first priority is to provide a secure and quiet environment for students to complete proctored exams. The Testing Center is available to students with documented disabilities; students taking online, blended or arranged/independent study classes; placement exams; and make-up exams. The OUL Testing Center welcomes walk-ins if seats are available. The staff strongly suggests that students schedule appointments via their online scheduling system found on their webpage (www.ohio.edu/lancaster/academicsupport/testingcenter/index.cfm); especially during finals week.

An instructor may request a make-up exam be proctored in the OUL Testing Center by completing an Instructor Form and attaching the exam (information may also be sent by email with the exam attached – see Reference Materials). Provide instructions concerning materials that can be used during the exam, time limit, deadline, and/or any other materials that can be used such as calculators. These forms are available online at the OUL Testing Center web page found under Academic Support or Quick Links-click on Instructor Guidelines, in the OUL mailroom, or in the Testing Center. For make-up exams, students should consult with their instructor before scheduling the exam in the center. Students should be aware of what materials are permitted during the exam and the deadline to complete the exam.

Visit the Lancaster Testing Center’s webpage for hours of operation, the Instructor Form, and additional information.

TEXTBOOK ORDERS
Faculty must submit textbook information into the Textbook system at http://www.ohio.edu/registrar/textbook.cfm as soon as possible, prior to the opening of the semester or the date specified by the Associate Dean’s office. This must be done for each section (see instructions following), even if no textbooks will be used (this should be indicated in the system). As OUL no longer has a physical bookstore, timely submission of textbooks is key to ensuring that students have ample time to procure required materials. Faculty should never be involved in the sale of books or other materials to students in your classes. This violates University and Campus
To enter a textbook into the online textbook system:

- Go to www.ohio.edu/registrar
- In the left hand column, click on “Textbook System” (this gets you to the http://www.ohio.edu/registrar/textbook.cfm)
- Enter OHIO ID & Password
- Choose “Manage” and select “Classes”
- Go to the bottom of the page
- Under CLASS choose the subject, i.e. ANTH, ENG, MATH, etc.
- Under TERM choose the semester, i.e. Fall 2017-2018
- Click the green (+) beside the class
- On the right side of the page, click MANAGE in the “Selected Classes” box
- Type in the information (if you have the ISBN, the system will search and find the resource)
- Click on Add Resource
- Click Save

This information is also available in the Reference Materials – Textbook Quick Reference Guide. If you have questions or problems with the system, contact the Associate Dean’s Office (740.681.3305) for assistance.

**TRAVEL REIMBURSEMENT (not applicable to Group III/Adjunct faculty)**

Faculty who are eligible for mileage reimbursement will receive information from Gwen Whitehead in our Accounting office. Adjunct faculty are not eligible for mileage reimbursement for commuting to a campus location. Current reimbursement rate is **$.535 cents/mile (as of January 1, 2017)** but is subject to change. After mileage expenses are submitted to that office at the end of the semester, it may take up to 30 days for reimbursement by check or direct deposit. If you have questions regarding travel reimbursement, please contact Gwen at 740.681.3308. NOTE: Reimbursement for meals and accommodations will only be paid as an exception to policy and with prior approval.

**TUTORING (SEE JANE JOHNSEN CENTER for LEARNING AND STUDENT SUCCESS)**

**VACATION / OUT OF OFFICE MESSAGE on OUTLOOK**

To set your automatic replies simply go to File then click on Automatic Replies in Microsoft Outlook. Go to http://www.ohio.edu/oit/email/exchange/email_vacation.cfm for detailed instructions.

**VACATION/SICK LEAVE**

Per Policy 40.029 “Sick & Bereavement Leave for Faculty & Administrative Appointees” - part-time faculty (groups I, II, and IV), Group III Adjunct faculty and administrators (as defined in employee handbooks and in policy 41.010) are also eligible for sick leave accrual and usage. The monthly accrual shall be calculated on a prorata basis based on the individual’s main appointment in effect for the month of accrual. The period covered by use of accumulated sick leave benefits is all consecutive normally scheduled university work days exclusive of the university's holidays during the period of sick leave. Usage of sick leave shall be recorded using the online absence management system (found in My Personal Information).

**WAITLISTED CLASSES**

If your class has a waitlist, it is important to remember that students must meet the requisites to be added to a waitlist. Faculty should NEVER sign class permission slips to override the capacity if the class has a waitlist. Students will be automatically enrolled if they are waitlisted for a class (they can view their waitlist position number in their MY OHIO Student Center). Faculty can see who is on the waitlist and students’ order in the Faculty and Advising Center.

**WEATHER EMERGENCIES (Campus/Class Cancellation by University)**

When classes are cancelled campus-wide in Lancaster and/or Pickerington due to severe winter weather or other exceptional situations, an official announcement will be posted at the OUL|P homepages www.ohio.edu/lancaster and www.ohio.edu/pickerington, recorded in OUL|P message system (call 740.654.6711 or 614.367.9371) and emailed to OHIO accounts as quickly as the circumstances allow. Emergency texts and emails will be sent to everyone who is signed up to receive notifications. To sign up for
notifications, you need to make sure your contact information is entered correctly with Ohio University by using the “Receive Notification” link at http://www.ohio.edu/lancaster/alert.

The announcement will specify the following information:
- Date of Cancellation
- Specific time when classes are cancelled or all day
- Location: Lancaster and/or Pickerington Center

When classes have not been cancelled campus-wide, the “Class Cancellations” Quick Link at the campus homepage lists any particular classes that have been cancelled.

Announcements will generally be made two (2) hours in advance of a change due to rapidly changing winter weather or most typically by:
- 6:30 AM for morning classes (starting before noon)
- 10:30 AM for afternoon classes (starting from noon to 5:00 PM) and
- 3:30 PM for evening classes (starting after 5:00 PM)

Special events are also automatically cancelled during campus-wide cancellations or closing unless specifically noted on our web site.

Many area media outlets announce campus-wide class cancellation information. The correctness of their broadcasts cannot be guaranteed and should be double-checked against the Ohio University Lancaster and Pickerington web pages, OUL App Alert page or campus email and text message system.

Since road conditions may vary substantially around the area, students should use their own judgment about the commute when their classes are not cancelled. Student safety is always our first concern. However, missed class work must be made up in consultation with the professor. Consultation with your professor before your absence is highly recommended.
REFERENCE MATERIALS
## COMMONLY USED PHONE NUMBERS

<table>
<thead>
<tr>
<th>Area</th>
<th>Direct Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean’s Office</td>
<td>740.681.3305</td>
</tr>
<tr>
<td>Budget Manager/Accounting</td>
<td>740.681.3308</td>
</tr>
<tr>
<td>Computer Services</td>
<td>740.681.3338</td>
</tr>
<tr>
<td>Dean’s Office</td>
<td>740.681.3302</td>
</tr>
<tr>
<td>Faculty Secretaries</td>
<td>740.681.3345</td>
</tr>
<tr>
<td>Information Office/ Lancaster Operator</td>
<td>0</td>
</tr>
<tr>
<td>IT Help Desk</td>
<td>740.681.3338</td>
</tr>
<tr>
<td>Lancaster Testing Center Coordinator</td>
<td>740.681.3362</td>
</tr>
<tr>
<td>Library Front Desk</td>
<td>740.681.3350</td>
</tr>
<tr>
<td>Jane Johnsen Center for Learning &amp; Student Success (JJ CLASS)</td>
<td>740.681.3360</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>740.681.3391 or 740.681.3392</td>
</tr>
<tr>
<td>Pickerington Center</td>
<td>614.367.4100</td>
</tr>
<tr>
<td>Arts and Sciences Division Coordinator</td>
<td>740.681.3716</td>
</tr>
<tr>
<td>Professional Studies Division Coordinator</td>
<td>740.681.3365</td>
</tr>
<tr>
<td>Student Services/Lancaster Advising Reception Desk</td>
<td>740.681.3311</td>
</tr>
</tbody>
</table>
PRE-SEMESTER CHECKLIST FOR NEW FACULTY

- Activate OHIO account [http://www.ohio.edu/oit/services/ohioid/activate.cfm](http://www.ohio.edu/oit/services/ohioid/activate.cfm).
- Assign class textbook through [http://www.ohio.edu/registrar/textbook.cfm](http://www.ohio.edu/registrar/textbook.cfm) - this assigns the textbook information to the Interactive Schedule so students know which textbook to obtain.
- Apply for an OHIO ID card at Student Services (Lancaster Campus).
- Obtain mailroom access code from Kathy Holt (holtk@ohio.edu or 740.681.3305), Amber Landis (landis@ohio.edu or 740.681.3345), or Chris Bailey (baileyc2@ohio.edu or at the 3rd floor Information Office).
- Obtain copier code from Kathy Holt (holtk@ohio.edu or 740.681.3305) or Amber Landis (landis@ohio.edu or 740.681.3345), or at the Pickerington Center Information Desk.
- Confirm the location of your faculty mailbox.
- Obtain parking permit from Carolyn Bateson or Kathy Holt (Dean's Office Suite).
  - If you plan to use instructional technology in your class, confirm that it is available (visit the classroom).
    - If it is not available in your assigned classroom, reserve it through the library.
- Create syllabi that include all necessary elements.
- Submit copy of syllabus electronically to Amber Landis (landis@ohio.edu).
- Submit office hours to Chris Bailey (baileyc2@ohio.edu or at the 3rd floor Information Office).
- Place any reading materials on reserve in the library.
- Set up a grade book for each of your class(es).
EMERGENCY PROCEDURES QUICK REFERENCE GUIDE

LANCASTER CAMPUS

In general, NOTIFY emergency personnel as soon as possible by dialing 911 from a campus phone or from a cell phone. Once police or emergency personnel arrive they are in charge.

Always NOTIFY the Information Office (3rd Floor Brasee) by dialing 0 (zero) on a campus phone or by calling 740-654-6711, ext. 0, as they will notify the Dean's Office and Physical Plant.

- **Accident/Injury**: Relay exact location and type of emergency to 911 and the Information Office. AEDs (automated external defibrillator) are located in Brasee Hall in the North entrance to the left of the Bookstore, on each end of the 3rd floor by the staircases and in Herrold Hall on the 2nd floor by the open computer lab. Call a family member or friend if requested by the injured person. Record pertinent information about the incident and give to an OUL staff member at the scene.

- **Active Shooter**: Call 911. Direct students and faculty/staff away from area. Notify the Information Office. Give a description of the suspect to police when they arrive. If the intruder begins to use a weapon, use your judgment to get out or take cover and urge others to do so. Engage physically only if no other options exist.

- **Bomb Threat**: Write down what the caller says and notes about background noise (clues to caller’s location). Contact the Information Office or dial 0 (zero) on a campus phone. Wait for further instruction from OUL Administration or the Police Department. *Avoid using cell phones* as signal may detonate explosive device; urge others not to use cell phones.

- **Explosive Device**: Report a suspicious package to the Information Office or the Dean's Office. *Do NOT touch or remove* package. Calmly direct students and faculty/staff away from the area. Do not use cell phones as signal may detonate explosive device; urge others not to use cell phones.

- **Chemical/Toxic**: Observe the general threat/spill and/or condition of victim. Call 911 if a victim is in need of immediate medical assistance. Call/notify the Information Office. Calmly direct students and faculty/staff away from the area. Report pertinent information about the incident to an OUL staff member at the scene who will call Central Ohio Poison Control at 1-800-222-1222, if necessary.

- **Fire**: Activate fire alarm to immediately alert Fire Department and evacuate building, making sure restrooms are clear. If you hear the alarm while in a closed room, feel the door before you open it. If hot, leave it closed and exit through an alternate path (window).

- **Power Outage**: Physical Plant will assess situation/duration and inform the Dean of the outage status. Provided that there is adequate light, keep students in classrooms and buildings until the situation is assessed. Emergency lights in halls and stairways will come on and provide lighting for at least an hour.

- **Tornadoes**: Lancaster has an emergency siren system for tornado warnings where a tornado has been sighted or conditions currently exist for a tornado to form or is approaching our quadrant of the county. When siren is heard, move away from windows to safe areas in interior rooms, hallways, stairwells or bathrooms. As the siren cannot be heard in all areas of campus, the Dean's Office and Physical Plant will send out staff to alert others and urge them into safe areas. Remain in a designated safe area until instructed to leave.

- **Parking Lots**: North and South lots are equipped with emergency ‘blue light’ telephone stations and cameras. The Police Department is called by activating the ‘blue light’ telephone.

The Dean or Manager of Marketing & Communications will serve as the only institutional spokesperson. Faculty and Staff are asked to not describe events on social media.

In case of a life threatening emergency, an individual should **CALL 911**, proceed to a safe place when applicable, and **NOTIFY the Information Office**.

[rev. 6/20/17]
EMERGENCY PROCEDURES QUICK REFERENCE GUIDE
PICKERINGTON CENTER

In general, NOTIFY emergency personnel as soon as possible by dialing 911 from a campus phone or a cell phone. Once the Sheriff or emergency personnel arrive they are in charge.

Always NOTIFY the Administrator’s Office by calling 614-367-4100 (74100 from campus phone) as they will notify the Dean’s Office and Lancaster Campus.

- Accident/Injury: Relay exact location and type of emergency to 911 and the administrator on duty. One AED (automatic defibrillator) is located outside the central office area near the administrator’s office. Call a family member or friend if requested by the injured person. Record pertinent information about the incident and give to an OUPC staff member at the scene.

- Active Shooter: Call 911. Direct students and faculty/staff away from area. Notify the administrator on duty. Give a description of the suspect to police when they arrive. If the intruder begins to use a weapon, use your judgment to get out or take cover and urge others to do so. Engage physically only if no other options exist.

- Bomb Threat: Write down what the caller says and notes about background noise (clues to caller’s location). Contact the administrator on duty or dial 74101 on a campus phone. Wait for further instruction from OUPC Staff or the Police Dept. Avoid using cell phones as signal may detonate explosive device; urge others not to use cell phones.

- Explosive Device: Report a suspicious package to the administrator on duty. Do NOT touch or remove package. Calmly direct students and faculty/staff away from the area. Do not use cell phones as signal may detonate explosive device; urge others not to use cell phones.

- Chemical/Toxic: Observe the general threat/spill and/or condition of victim. Call 911 if a victim is in need of immediate medical assistance. Call/notify the administrator on duty. Calmly direct students and faculty/staff away from the area. Report pertinent information about the incident to a staff member at the scene who will call Central Ohio Poison Control at 1-800-222-1222, if necessary.

- Fire: Activate fire alarm to immediately alert Fire Department and evacuate building, making sure restrooms are clear. If you hear the alarm while in a closed room, feel the door before you open it. If hot, leave it closed and exit through an alternate path (window).

- Power Outage: The administrator on duty will assess situation/duration and inform the Dean of the outage status. Provided that there is adequate light, keep students in classrooms and buildings until the situation is assessed. Emergency lights in halls and stairways will come on and provide lighting for at least an hour.

- Tornadoes: Pickerington has an emergency siren system for tornado warnings where a tornado has been sighted or conditions currently exist for a tornado to form or is approaching our quadrant of the county. When siren is heard, move to safe areas designated by directives in classrooms (lowest interior level – safe in hallways and away from exterior glass). Remain in a designated safe area until instructed to leave. Note: The siren stopping Does Not indicate it is safe to leave.

- Parking Lots: Parking lot is equipped with emergency ‘blue light’ telephone station (near sidewalk between buildings) The Fairfield County Sheriff’s Department is called by activating the ‘blue light’ telephone.

The administrator on duty, Dean or Manager of Marketing & Communications will serve as the only institutional spokesperson.

Faculty and Staff are asked to not describe events on social media. In case of a life-threatening emergency, an individual should CALL 911, proceed to a safe place when applicable, and NOTIFY the administrator on duty. [rev. 6/20/17]
EXEMPLARY FROM OHIO UNIVERSITY POLICY & PROCEDURE 12.020:

III. Releasing Student Records

RE: FERPA

Student records at Ohio University are held in trust by the university for the mutual benefit of the student and the educational mission of the university. Therefore, except with the prior written consent of the student (the Consent to Release Education Records form may be used), or as otherwise stated below, no information in any student education record may be released to any individual or organization.

1. Record-keeping personnel may have access to student education records protected by FERPA according to the conditions stipulated in the Plan section, subsection II, above.

2. University officials demonstrating a legitimate educational interest may have access to student education records protected by FERPA. A university official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted to perform a service on behalf of the university; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

3. The following information is considered public or directory information, and may be published in a university publication or otherwise released:
   - the student’s name,
   - local and permanent addresses,
   - local and permanent telephone numbers,
   - university e-mail address,
   - current major program(s),
   - participation in officially recognized activities and sports,
   - weight and height of members of athletic teams,
   - dates of enrollment at Ohio University,
   - degrees and awards received from Ohio University, including dates and major programs,
   - the most recent previous educational agency or institution attended by the student,
   - student’s "also known as" (AKA) name,
   - student standing and degree level (first year undergraduate, second year graduate, etc.),
   - enrollment status (full-time, etc.), including total hours enrolled, by term,
   - primary advisor,
   - expected graduation date,
   - current college and campus,
   - residency status (Ohio resident, out-of-state),
   - admission status (new, continuing, etc.),
   - record hold(s),
   - deceased status.

The university shall give public notice of the categories of information that shall be considered public or directory information, and shall allow a reasonable period of time after such notice has been given for a student to inform the university, by filing a Confidentiality Status Request with the Office of the University Registrar, that none of the information so designated should be released without the student's prior consent.

4. Direct access to disciplinary files is limited to the staff members of University Judiciary, the Office of Legal Affairs, and the Dean of Students. In addition, University Judiciary shall notify the academic college in which a student is enrolled when the student is found in violation of the Student Code of Conduct, so as to assist the colleges in their work with students. This item shall not be construed so as to prohibit University Judiciary from advising appropriate university offices that demonstrate a legitimate educational interest of the facts and disposition of a particular disciplinary case, nor shall it be construed so as to prohibit University Judiciary from advising any person demonstrating a need to know as to whether a disciplinary file does or does not exist.

5. Medical and psychological treatment records are legally confidential and privileged. They will not be released to anyone other than professional and clerical staff responsible for medical and psychological information without the express written authorization of the student involved. In such cases, the student must designate what information is to be released and to whom that information is to be released.
Regional Campus Final Exam Schedule for the 2017-18
Academic Year Full Semester Courses*

<table>
<thead>
<tr>
<th>Class Days and Start Time</th>
<th>Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Days</strong></td>
<td><strong>Time</strong></td>
</tr>
<tr>
<td>*MW</td>
<td>8:00AM</td>
</tr>
<tr>
<td>MW</td>
<td>9:30AM</td>
</tr>
<tr>
<td>MW</td>
<td>11:00AM</td>
</tr>
<tr>
<td>MW</td>
<td>12:30PM</td>
</tr>
<tr>
<td>MW</td>
<td>2:00PM</td>
</tr>
<tr>
<td>MW</td>
<td>3:30PM</td>
</tr>
<tr>
<td>MW</td>
<td>5:30PM</td>
</tr>
<tr>
<td>MW</td>
<td>7:00PM</td>
</tr>
</tbody>
</table>

*TR | 8:00AM | Tue | 8:00AM – 10:00AM |
| TR | 9:30AM | Thu | 9:30AM – 11:30AM |
| TR | 11:00AM | Tue | 11:00AM -1:00PM |
| TR | 12:30PM | Thu | 12:30PM – 2:30PM |
| TR | 2:00PM | Tue | 2:00PM – 4:00PM |
| TR | 3:30PM | Thu | 3:30PM – 5:30PM |
| TR | 5:30PM | Tue | 5:30PM – 7:30PM |
| TR | 7:00PM | Thu | 7:00PM – 9:00PM |

*MW=Monday and Wednesday  
TR=Tuesday and Thursday

**Classes Meeting in Standard MW/TR Time Blocks:** see table to left.

**Classes Meeting Once Per Week on Friday or Saturdays:** will have final exams on the same day of the week as the class and start at the normal start time of the class. Saturday final exams are at the end of final exam week.

**Other Classes Meeting Once Per Week:** will have final exams on the same day of the week as the class, but use the start time in the table closest to the starting time of the class. For example:

- A Thursday 5:00 class uses Thursday 5:30-7:30 for the final exam period.
- A Monday 4:00 class uses Monday 3:30-5:30 for the final exam period.

**Classes in Non-Standard Time Blocks:** use the normal first meeting day in the week of class and the start time in the table that most closely matches the class start time to determine the final exam day/time. For example:

- A TWF 2:30 class should use the TR 2:00 final exam day/time or Tuesday 2:00-4:00.

**Fully Online Classes:** will have final exam days/times as determined by the instructor during final exam week.

**Partial Semester Classes:** use the last regularly scheduled class day.

Deviations from this schedule must be approved by the Assoc. Dean.

Professors should collaborate on arrangements for a student with conflicting final exams.

When a student has more than three final exams in one day, the professor with the latest exam should work out an alternate day/time with the student.
INCOMPLETE GRADE CONTRACT

Please submit to the Associate Dean’s Office at the end of the semester and record an Incomplete (I) for the student.

STUDENT’S NAME

_________________________________________________________________________________

PID #

_________________________________________________________________________________

COURSE

(Class#) ________ (Dept.) ________ (Cat.#) ________ (Section#) _______

SEMESTER

○ Fall    ○ Spring    ○ Summer    ACADEMIC YEAR _______

INSTRUCTOR’S NAME

_________________________________________________________ __________________________

PHONE

(____________) ___________________________________________________________________

EMAIL

_________________________________________________________________________________

GRADE EARNED AS OF NOW

________________

ASSIGNMENTS DUE

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

DEADLINE FOR ASSIGNMENTS*

_______________________________________________________________________________

STUDENT SIGNATURE

_________________________________________________________________________________

DATE ______________

FACULTY SIGNATURE

_________________________________________________________________________________

DATE ______________

Please attach a copy of the course syllabus to this form.

*Incomplete grades changes are due by the second week of the next semester the student is enrolled in classes (not including the summer semester).

Special grade reports are available in the Associate Dean’s Office and at the Pickerington Center.
Retention

My Ohio Success Network (MOSN)

Fall 2017 • A Faculty Focus on Advising & Instruction
Six-week progress survey of all classes, faculty workshops, and ongoing messaging to engage faculty in alerting student networks to troubles and successes.

Spring 2018 • Onboarding Students
Students see MOSN as the place to go to communicate with their support network, to make appointments and engage in services.

Ongoing • Feature Integration
JJCLASS Kiosk registration: Data capture and analysis for support service usage and expansion. Integrated SMS delivers messaging where students use it most.

Jane Johnsen Center for Learning and Student Success

Fall 2017 • Relocated, Technology-Enhanced Space Opens
Location: Enhanced visibility across from the Bistro
Flexibility: Space & tech reconfigure to support multiple pedagogies.
Integration: Center is a hub for activities like the Professor is In, study groups, as well as tutoring. A place for interaction and support.

Ongoing • Expansion of Subjects & Services
MOSN Kiosk Integration, Resource Tree Development, Peer Assistudent Student Support (PASS) Sessions, Professor is In Expansion & Development

Next Great Course "If you liked this course..."

Persistence. One Course at a Time
Faculty identify encourage student persistence by tying a previous commitment (enrolling in a course) to a future one (enrolling in a next course). On-syllabus and In-class messaging reinforce the opportunity.
Ohio University
Notice of Non-Discrimination

Ohio University does not discriminate on the basis of race, color, religion, age, national origin or ancestry, disability, sex, pregnancy, gender, gender identity or expression, sexual orientation, veteran status, marital or parental status, or genetic information in its programs and activities. The University will conduct its programs, services, and activities consistent with applicable federal, state and local laws, regulations and University policies and it will respond promptly and effectively to allegations of discrimination, harassment, or retaliation.

The Office of University Equity and Civil Rights Compliance (ECRC) is responsible for monitoring the institution’s compliance with state and federal non-discrimination laws and regulations and university non-discrimination policies. For more information about Ohio University’s policies prohibiting discrimination and harassment, and for a description of Ohio University’s grievance procedures, please visit the webpage for University Equity and Civil Rights Compliance (ECRC) at [http://www.ohio.edu/equity-civil-rights](http://www.ohio.edu/equity-civil-rights)

The following person has been designated to handle inquiries regarding the University’s non-discrimination policies, to receive complaints, and to monitor the institution’s compliance:

Sara L. Trower, J.D.
Executive Director and Title IX Coordinator
University Equity and Civil Rights Compliance
Office of the Executive Vice President and Provost
Ohio University
Lindley Hall 006
Athens, Ohio 45701
Voice: 740.593.9140
Fax: 740.593.9168
[ equity@ohio.edu](mailto:equity@ohio.edu)

Ohio University is an equal access/equal opportunity, affirmative action university.

August 2016
Ohio University

Notice Under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 and subsequent Amendments in 2008 ("ADA"), Ohio University will not discriminate against qualified individuals on the basis of disability in its services, programs, or activities.

**Employment:** Ohio University does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** Ohio University will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Ohio University’s programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Ohio University will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Ohio University, should contact the Office of University Equity and Civil Rights Compliance at 740-593-9140 as soon as possible so arrangements may be made in a timely fashion.

Ohio University will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

The ADA does not require Ohio University to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Ohio University is not accessible to persons with disabilities should be directed to:

**Office of University Equity and Civil Rights Compliance**
Office of the Executive Vice President and Provost
Sara L. Trower, J.D., Executive Director
Dianne Bouvier, Ph.D., Director for Equal Opportunity and Accessibility and ADA/504 Coordinator
006 Lindley Hall
Ohio University
Tel: 740-593-9140
Fax: 740-593-9168
access@ohio.edu
equity@ohio.edu

For more information about Ohio University’s policies and grievance procedures for Americans with Disabilities Act Compliance, go to [www.ohio.edu/equity-civil-rights](http://www.ohio.edu/equity-civil-rights).

*Ohio University is an equal access/equal opportunity affirmative action university.*

August 2016
SAMPLE - CLASS CLIMATE EVALUATION

Class Climate
Ohio University Lancaster Campus Class Evaluation

Mark as shown: ☐ ☐ ☐ ☐ ☐ Please use a ball-point pen or a thin felt tip. This form will be processed automatically.
Correction: ☐ ☐ ☐ ☐ ☐ Please follow the examples shown on the left hand side to help optimize the reading results.

Instructions

By filling out this evaluation, you will be providing the instructor with a performance evaluation for this course. Your responses provide information that is used to improve the course. In addition, the department uses this information in considering tenure, promotion, and salary considerations. Your honest, careful responses are important to make the evaluation results informative and useful.

Read each question below and select whichever choice best reflects your experience in the class. Please read the questions carefully. Most questions are on a 5-category scale with anchored endpoints and intermediate categories between. For example: POOR, BELOW-AVERAGE, AVERAGE, ABOVE-AVERAGE, EXCELLENT.

A free response section is provided at the end where you may provide written comments, that while less easily quantified, are often very useful to the instructor.

2. Instructor Evaluation

2.1 Instructor's apparent knowledge of the field:

2.2 Instructor's ability to deliver course material in a logical and effective manner:

2.3 Clarity of the instructor's oral delivery:

2.4 Adequacy of examples and illustrations to make conceptual points:

2.5 Delivery of course content as stated on syllabus (i.e., all major goals and objectives met):

2.6 Instructor's enthusiasm for teaching and subject matter:

2.7 Instructor's ability to motivate interest in the subject:

2.8 Timeliness and usefulness of instructor's comments on student work:

2.9 Instructor's availability for consultation concerning this course:

2.10 Overall rating of the instructor:

3. Course Evaluation

3.1 Quality of course materials (handouts, textbooks, website, etc.):

3.2 Usefulness of assignments (readings, reports, etc.) in contributing to my learning of the course material:
3. Course Evaluation [Continue]

3.3 Degree of intellectual challenge of the course: POOR □ □ □ □ □ EXCELLENT

3.4 Overall rating of the course: POOR □ □ □ □ □ EXCELLENT

4. About Me

4.1 My interest in this subject before taking the course was: SMALL □ □ □ □ □ GREAT

4.2 My interest in this subject after taking the course has: DECREASED □ □ □ □ □ INCREASE

4.3 I would recommend this course to another student: DEFINITELY NOT □ □ □ □ □ DEFINITELY WOULD

4.4 In this class, I expect to receive a grade of (F,D,C,B,A): F □ □ □ □ □ A

4.5 My grade point average is approximately: 1□ 2□ 3□ 4□ 5□ 6□ 7□ 8□ 9□

5. Open Responses

5.1 What do you consider to be the greatest STRENGTH of the INSTRUCTOR?

5.2 What do you consider to be the greatest WEAKNESS of the INSTRUCTOR? Suggestions for improvement?
5.3 What do you consider to be the greatest **STRENGTH** of the **COURSE** (text, content, etc.)?

5.4 What do you consider to be the greatest **WEAKNESS** of the **COURSE** (text, content, etc.)? Suggestions for improvement?

5.5 Specifically, what assignments, readings, problem sets, etc. did you find most helpful and why?
SYLLABUS TEMPLATE - SAMPLE
ONLINE CTCH 1250 INTRODUCTION TO COMPUTERS
SECTION ---, REGISTRATION NUMBER ------
FALL SEMESTER, 2017-2018

INSTRUCTOR: (include preferred title)  EMAIL: provide (OHIO email address)

CLASS BEGIN/END DATE: The class begins on (day instruction begins) and ends on (final exam date).

OFFICE HOURS/LOCATION: (provide at least one hour per week per class; indicate a campus location for F2F classes. Share this information with the Information Office on the 3rd floor or by email to Chris Bailey (baileyc2@ohio.edu)

REQUIRED TEXT: Microsoft Office 2013 Introductory, Shelly|Vermaat, ISBN 1-4390-7838-6. The text is essential in that assignments are linked closely following steps in the book.

REQUIRED SOFTWARE: You will need to use MS Office 2013 throughout the course. You will need Windows 7 for a small part of the course. The open labs at the Lancaster Campus run Office 2013 and Windows 7; both are available for purchase at the Lancaster Campus Library at a student discount rate.

OHIO EMAIL/BLACKBOARD: Please use your OHIO email for all course correspondence. Blackboard will be used to house all class materials, assignments, etc.

COURSE DESCRIPTION: This course introduces productivity software within the framework of professional or business applications. There will be testing and hands-on assignments including Windows, word processing, spreadsheets, presentation graphics, the Internet, and email.

LEARNING OBJECTIVES: Upon successful completion of the course, students will demonstrate knowledge in:

- To create an electronic spreadsheet with embedded chart
- To apply formulas and functions to spreadsheets
- To create graphic slides that effectively support a presentation
- To identify the basic components of modern PC’s
- To master the basic skills of word processing, spreadsheets, and presentation graphics
- To create a research paper with MLA style

GRADED ITEMS/GRADING SCALE: Your class grade will be based on: Graded Assignments (100 total points), Midterm Exam (100 points) and Final Exam (100 points). These and related items will be posted in Blackboard e.g. Graded Assignments folder. Exams will be administered/proctored at a testing center.

To determine your final course grade, total the points you have earned and divide by 300, round to the nearest whole percent, and then apply the scale:

93 – 100 A  78 – 79 C+  60 – 62 D-
90 – 92 A-  73 – 77 C  59 & below F
88 – 89 B+  70 – 72 C-  83 – 87 B  68 – 69 D+
80 – 82 B-  63 – 67 D

Instructor discretion may be used in borderline cases to the student’s advantage when the overall average before rounding is within 1% of the next higher grade.
### TENTATIVE CLASS SCHEDULE

Please check for information/instructions, announcements and clarifications in the Blackboard course. Graded assignments will normally be posted at least one week before the due date.

<table>
<thead>
<tr>
<th>Week</th>
<th>Read/Practice</th>
<th>Graded Assignment</th>
<th>Points</th>
<th>Due Date</th>
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<tr>
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<td>Windows/Office Activity/Assignment</td>
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<td>(No assignments due this week)</td>
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<td>Special Topic</td>
<td>PowerPoint Chapter 3 Activity</td>
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<td>Discussion Board</td>
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<tr>
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<td>Classes Not in Session</td>
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<td>Thanksgiving Break (November 25-29)</td>
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<td>Final Exam Practice Problems</td>
<td>Special Topic Activity</td>
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<td>Discussion Board</td>
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<tr>
<td>16</td>
<td>Final Exam in Testing Center</td>
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<td>100</td>
<td>December 7-12</td>
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<tr>
<td></td>
<td>(No assignments due this week)</td>
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</table>
COURSE/UNIVERSITY POLICIES

1. Course Withdrawal Date:
   a. If you decide to drop from the class, in order to receive a fee adjustment you must drop the class by the 2nd Friday of the semester (if the class is not a full semester class, this date will be different).
   b. If you do not drop by the 2nd Friday of the semester (or by the specified date to receive a fee adjustment), you can still drop the class without special permission by Friday, October 28. Dropping a class can be done online unless it is your last class (dropping all classes must be done in Student Services). After dropping a class, check your schedule to ensure the class has been dropped correctly. Please contact Student Services before the deadline if you experience any complications.

2. Exams: The midterm and final exams will be proctored. Student may take the exams by appointment at any of the Ohio University Testing Centers. Other sites are possible through the eCampus office; visit http://www.ohio.edu/ecampus/current/proctor.htm for additional information well in advance of your test date (at least 10 days).

3. Students with Documented Disabilities: Please notify the instructor if you have a documented disability at Ohio University that will impact the course so appropriate arrangements can be made.

4. Late Assignments/Make-ups: Late assignments submitted within 72 hours of the due date will be accepted but at a 25% penalty; after that, a 0 will be recorded for the assignment. Make-ups for exams or assignments are only possible for documented emergencies or other university sanctioned reasons. Do not assume a make-up will be allowed. Consultation with the professor should occur at the earliest possible time (normally before the due date).

5. Plagiarism/Academic Dishonesty: Misrepresenting the work of others as one’s own is a serious ethical violation and can result in a failing grade for the assignment or course in addition to judicial affairs actions initiated by the instructor or the Office of Community Standards.

The Ohio University Student Handbook includes the following description of acts considered to be in violation of the Student Code of Conduct:

"Academic misconduct is an A1 violation of the Ohio University Student Code of Conduct and is defined by the student code of conduct as dishonesty or deception in fulfilling academic requirements. It includes, but is not limited to cheating, plagiarism, unpermitted collaboration, forged attendance (when attendance is required), fabrication (e.g., use of invented information or falsification of research or other findings), using advantages not approved by instructor (e.g., unauthorized review of a copy of an exam ahead of time), knowingly permitting another student to plagiarize or cheat from one’s work, or submitting the same assignment in different courses without consent of the instructor."

Please visit www.ohio.edu/communitystandards for more information about conduct.

6. Online Behavior: All communications must be professional and respectful. This requires extra consideration in an online environment. Please do not use class tools in any way that could be construed as unfriendly or invasive. Please address any concerns you have in a private email or phone call to the professor.

7. Class Cancellations: Students should monitor the OULJP Website and their OHIO email for notices of unexpected class cancellations.

8. Caveat: All policies and procedures in this course are subject to change in the event of extenuating circumstances. Please check for announcements and clarifications in Blackboard or in OHIO email.
Student Accessibility Services
Guide for Faculty
(revised 6/28/2017)

Introduction

This guide provides information about policies, procedures, and resources relevant to students registered with SAS. It has been developed to assist you in implementing academic accommodations and services. We encourage you to contact SAS to discuss any questions or concerns related to serving or referring students with disabilities.

Your engagement in the implementation of academic accommodations is essential to ensure equal access and assists Ohio University in continuing to meet the expectations of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Mission Statement

It is the mission of Ohio University to ensure equal access and full participation in programs and services for all members of our university community. It is our institutional goal to create an educational environment where individuals are considered on the basis of ability rather than disability.

Office Information

Ohio University Lancaster, Brasee Hall, Room 331
Office hours: Wednesday, Thursday, and every other Friday from 9:00 am – 5:00 pm
Phone: 740.681.3325
Fax: 740.593.0790
cottrilh@ohio.edu

Baker University Center, Suite 348.
Hours of operation: Monday – Friday, 8:00 a.m. -5:00 p.m.
Phone: 740.593.2620
TTY: 740.593.9463
Fax: 740.593.0790
www.ohio.edu/uc/sas
disabilities@ohio.edu

Staff

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Alex Ecklund, Accessibility Coordinator, Athens (P-Z), ecklud@ohio.edu

Nina Henderson, Accessibility Coordinator, Zanesville/Eastern/Ecampus, hendersn@ohio.edu
Christy Jenkins, Accessibility Coordinator, Athens (A-G), jenkinc1@ohio.edu
Eligibility

At the college level, it is the individual student’s responsibility to initiate the registration process with SAS. In order to determine a student’s eligibility and provide accommodations, SAS will need verification of the student’s disability. The type of documentation required may depend upon the type of disability and the specific accommodations a student would like to request.

To be eligible for disability services, a student must:

- submit disability documentation (as described below)
- complete an online Application: https://ohio-accommodate.symplicity.com/public_accommodation/
- receive email notification from an Accessibility Coordinator that they are eligible;
- schedule and attend an intake appointment with their assigned Accessibility Coordinator

Accessibility Coordinators review documentation and determine eligibility according to the framework of the American’s with Disabilities Act Amendment Act and in accordance with the professional standards of the Association of Higher Education and Disability. There is no “exact formula” of how to document or determine a disability; however the following is typically used in determining eligibility:

- diagnosis of a chronic physical or mental condition
- evidence that the condition significantly impacts one or more Major Life Activity (such as seeing, learning, standing, etc.)
- provided by a medical, mental health, or educational professional qualified to diagnose, evaluate, and treat the condition
- demonstrates a history of accommodation OR impact on current functioning

Accommodations

Reasonable accommodations are modifications to a course, program, service, or employment that do not fundamentally alter the course or program. Appropriate accommodations are determined through the individual intake appointment by reviewing documentation, discussion with the student, and evaluating the essential requirements of a course or program. After the intake appointment, a student will have approved accommodations available for use at their discretion.

Please Note: SAS does not provide services of a personal nature such as attendant care, homework assistance, and typing services.

While accommodations are determined on an individual basis, below are some examples of commonly approved accommodations:

Assistance with Note Taking: for a student whose disability impacts their ability to attend to a lecture and take notes simultaneously, assistance with note taking can be accommodated in a variety of ways. This may apply to students with visual or hearing impairments, learning disabilities that affect auditory processing or writing, or attention deficit disorder.
Depending upon the impact of the disability and the preference of the student, assistance may be provided by obtaining copies of the Power Points (if not already provided), using a personal laptop to type notes, requesting a peer note taker through SAS, recording lectures, or the use of a LiveScribe smart pen.

To obtain a peer note taker, students initiate requests using Accommodate, an online system for requesting accommodations such as note taking assistance. Accessibility Coordinators use information from the Registrar’s office to identify peers who meet the minimum note taker requirements (e.g., at least sophomore standing and a cumulative GPA of 3.0 or higher).

Once peers have been identified, Accessibility Coordinators contact these students to determine their interest in serving as a note taker for a student with a disability in the class. The peer would be paid through Student Accessibility Services for the notes taken and shared with the student registered with the office. The registered student can choose if they would like to receive notes by e-mail from the note taker, in hard copy from the note taker, or in hard copy picked up at Student Services from their Accessibility Coordinator.

**Extended Time for Test Taking:** students with visual impairments, deficits in information processing, distractibility, anxiety, or inattention may experience problems demonstrating their understanding of exam material when a time limit exists. Therefore, it may be appropriate for a student to request a time extension beyond the regularly scheduled time limit for an exam. Depending on the impact of the disability, a reasonable time extension may be time and one half or double time. In rare instances, triple time has been recommended. This has typically been recommended for students with severe visual impairments that affect eye tracking, reading speed and accuracy, and/or field of vision (i.e., reduced peripheral vision), or for students with severe mobility issues. Unless other accommodations, beyond extended time, are required, students should make arrangements directly with the Testing Center in Brasee 443. All of the Testing Center’s standard protocols are to be followed by the student. For more information, please see “Reader for Exams” and/or “Scribe for Exams”.

**Flexibility with Spelling or Grammar Errors:** on in-class assignments, a student that has a learning disability for which written expression is impacted may make spelling or grammatical errors. If spelling or grammar is counted toward the grade for the assignment, when possible, leniency is requested for the student’s errors. If the course learning objective is such that spelling or grammar is a component, as might be the case with a biology class for medical terminology or a journalism class covering aspects of grammar, then an instructor might sit down individually with the student to check if they can spell the terms or use the correct grammar orally. If the student is still not able to do so, then the accommodation may not be appropriate and should be discussed with the Accessibility Coordinator.

**Materials in Alternate Format:** Books may be provided in a variety of formats including audio, electronic (for use with text-to-speech software), or Braille. This may be used for students who have a physical disability that creates
difficulty in sustained reading activity, or for students who have visual impairments or a learning related or psychological condition impacting the accuracy of processing visual information.

**Reduced Distraction Testing:** students that experience anxiety, distractibility, or use assistive technology for exams may need a separate space from the classroom to be able to focus on completing an exam. Another room in the department, the instructor's office, Testing Center in Brasee 443 or Student Accessibility Services may serve as separate locations.

**Reader for Exams:** students with visual impairments or learning disabilities impacting reading benefit from the use of a reader for exams. Test questions are read to them orally to reduce the chance of misinterpreting exam questions as a result of errors with reading. An instructor, a designee in the department, or a proctor hired through Student Accessibility Services may serve as a reader. Student Accessibility Services screens, hires, and trains students to serve as proctors for exams that are coordinated through Student Accessibility Services.

**Scribe for Exams:** students with visual impairments, mobility impairments, or learning disabilities in the area of reading or written expression may require the use of a scribe to complete exams. The scribe is a person to which the student dictates their exam answers. Depending on the exam format, the scribe may hand write or use a word processor to record the student’s responses. The student would be responsible for proper spelling and grammar.

**Use of a Non-Graphing Calculator:** students with learning disabilities in the area of mathematical calculations may, when appropriate, request the use of a basic four-function calculator to compensate for the impact of their disability. This accommodation is not appropriate when a course objective exists for which a student must be able to perform calculations manually (e.g., developmental mathematics course).

**Use of a Word Processor for Essay Exams:** students with visual or mobility impairments or learning disabilities in the area of written expression may require the use of a word processor to complete essay exams. Handwriting may be difficult or impossible, or handwriting/spelling may be poor enough to impede the instructor’s ability to read/understand the student’s ideas.

**Instructor Notification**

Once a student has registered with SAS, they have the option to request Letters of Notification which they can provide to faculty. The letters verify the accommodations available to the student. Once you receive the Letter of Notification it is your responsibility to implement the accommodations. There are some accommodations the Accessibility Coordinator and instructor will need to discuss in advance to insure that they are not fundamentally altering the course. Accommodations that are typically reviewed with an instructor are flexibility with attendance or deadlines, the ability to make up exams and use of a non-graphing
calculator. If there are questions regarding the expectation or application of an accommodation to their specific course, faculty are encouraged to ask the student for clarification or may contact the student’s Accessibility Coordinator.

Please note, that while it is certainly best for students to notify faculty early on, a request for accommodation may be made at any time. Once the request is received, the faculty member should implement the accommodations in a timely fashion for the remainder of the course. Including a statement on your syllabus and making an invitation on the first day of class for students who require accommodations to speak with you may help encourage early notification.

As a general policy, Accessibility Coordinators do not contact faculty ahead of time unless there may be more time intensive accommodations required. Examples of these types of accommodations include: use of ASL Interpreters or Captioners; requests for audio materials to be captioned, etc. Although there are other accommodations that may be less common (such as double time for test-taking or enlarged font for tests), these accommodations are generally easily implemented once the class has begun.

Procedure for Scheduling Exams

Exams may be scheduled through Student Accessibility Services (SAS) if faculty are unable to provide the requested accommodations.

Faculty should:

• After a notification letter listing the student’s accommodations has been received, discuss with the student the need for them to arrange tests with the Testing Center and their Accessibility Coordinator.
• Inform the student that they need to bring you an Exam Scheduling Sheet (ESS) which are available from the Student Service Desk and their Accessibility Coordinator.
• Complete the instructor side of the ESS, indicating the preferred method of sending and receiving the exam and check/list anything that the class will be allowed to use during the exam (e.g. a non-graphing calculator or a graphing calculator)
• Review the student side of the form for accurate listing of dates and times of exams.
  o It is encouraged that all exam dates for the semester be listed on the form.
  o Exam times are normally scheduled for class time, but may be arranged at an alternate time if there is a conflict (e.g., the student has extended time for exams and has back-to-back classes). Faculty are encouraged to check with the student for any conflicts with the regularly scheduled time and discuss alternate times for which the exam(s) may be taken.
  o Exams may be proctored during the Testing Center hours.
• Return the completed form to the student to turn in to their Accessibility Coordinator. It is the responsibility of the student to return the completed form to their Accessibility Coordinator no later than one full week prior to the date of the first exam listed in order to guarantee the arrangements can be made.

Exam Process:

• Exams should be delivered to the Testing Center at least one day prior to the exam.
• Special instructions regarding the exam should be indicated on the ESS form. If there are changes or additions to the special instructions they should be noted clearly when the exam is delivered to the Testing Center.
Do not send updates or corrections to an exam for an exam later than the day prior to the scheduled exam as it will not be possible to provide that information to the student taking the test.

Exams will be returned using the chosen method listed on the ESS.

Policy for Audio Recording Lectures

SAS may recommend audio recording lectures as an academic accommodation for a student. This accommodation is subject to the following requirements:

1. Students must discuss recording with the instructor so that the instructor may disclose to the class that it is being recording.
2. Audio recordings of class lectures are to be used solely by the student provided with this accommodation for use in studying for the class.
3. The sources are governed by rules of academic conduct.
4. Upon the request of the instructor, the student will return or destroy the recordings when they are no longer needed for academic work.

Procedure for Faculty Concerns Regarding Accommodations

If you have concerns about a specific request for accommodation, or questions about the manner in which the accommodation is to be implemented, it is important that you speak with the student’s assigned Accessibility Coordinator immediately. The Accessibility Coordinator can work with you to answer questions or facilitate an equivalent accommodation. If the concern is not able to be resolved by the Accessibility Coordinator and faculty, the decision will be reviewed by the Assistant Dean of Student Accessibility for a final resolution.

Confidentiality

All inquiries about accessibility services are handled in a confidential manner separate from academic records. Students who wish to use services and accommodations decide who to inform about their condition through the process of self-identification. With the consent of the student, information from the SAS staff about an individual’s disability is provided in limited circumstances on an as-needed basis. Student disability records are stored in locked file cabinets. Documentation is destroyed five years after graduation year or year of withdrawal from Ohio University.

Temporary Disabilities

SAS has the responsibility of providing services and accommodations for persons with permanent disabilities. In some cases, services may also be coordinated for students with temporary conditions with faculty approval. Services may include things such as scribing tests for a student with a broken arm. Since a student with a temporary injury is NOT a student with a disability, SAS cannot require instructors to provide accommodations; however we will work to make informed recommendations and connect students to resources.

An appointment should be made with an Accessibility Coordinator to discuss appropriate recommendations.

Discrimination

The Office for Equal Opportunity and Accessibility coordinates the University’s compliance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Ohio University Policy (03-003) states
“in compliance with federal law, no qualified individual with a disability shall be discriminated against or excluded from: consideration for employment; participation in or the benefits of the services, programs or activities of Ohio University.” Individuals who believe the University may not be meeting these responsibilities or who believe they have been discriminated against based on their disability may contact the ADA Coordinator in the Office for Equal Opportunity and Accessibility Lindley Hall 006, 740-593-9132. Complaint procedures are outlined in the University Policy and Procedure manual at http://www.ohiou.edu/policy/03-003.html.

Rights and Responsibilities

Ohio University is committed to ensuring equal opportunity for students with disabilities. This process is a collaborative effort among SAS, the student, and faculty member. All three participants have a role to play in making education accessible. Understanding your rights as well as your responsibilities is essential to the process of accommodation.

Students with disabilities have the right to:

- equal access to services, programs, facilities, and employment available at Ohio University.
- reasonable and appropriate accommodations, auxiliary aids, and academic adjustments determined on an individual basis.
- confidentiality of information relating to disability issues.
- pursue accommodation requests that have not been met through an appeal procedure at SAS.

Students with disabilities have the responsibility to:

- self-identify disability status to SAS by providing disability documentation which meets the eligibility guidelines.
- request necessary accommodations in advance of need.
- meet the University’s academic and institutional standards.
- follow the specific guidelines established for obtaining reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids.

Student Accessibility Services has the right to:

- maintain the University’s academic standards.
- request current documentation that meets eligibility guidelines to verify the need for reasonable accommodations, academic adjustments, and/or auxiliary aids.
- select effective accommodations, academic adjustments, and/or auxiliary aids in consultation with the student on an individual basis.
- deny a request for accommodations, academic adjustments, and/or auxiliary aids if the documentation fails to verify the need for the requested service or if the documentation is not provided in advance of need.
- refuse to provide an accommodation, academic adjustment, and/or auxiliary aid that is inappropriate or unreasonable in such a manner as to: pose a direct threat to the health and safety of others; constitute an alteration to an essential element of a course program; or pose an undue financial or administrative burden on the University.

Student Accessibility Services has the responsibility to:

- provide reasonable accommodations for a student’s disclosed disability so that the student has an equal opportunity to participate in courses, activities, and programs.
- provide information regarding policies and procedures to students with disabilities.
- provide advice about accommodation options, academic adjustments, and/or auxiliary aids.

Faculty members have the right to:
request in writing from SAS notification of a student’s need for accommodation. (Faculty and staff do not have the right to access disability documentation.)

discuss with SAS staff any concerns that an accommodations interferes with the academic objectives of the course.

contact SAS to clarify student requests for accommodation, academic adjustments, and/or auxiliary aids.

Faculty members have the responsibility to:

- provide reasonable accommodations, academic adjustments, and/or auxiliary aids in a timely manner.
- meet with students who have provided a faculty notification letter to discuss requested accommodations and establish the procedure for providing accommodations, academic adjustments, and/or auxiliary aids in your course.
- maintain confidentiality regarding disability issues.
- alter the form of a testing procedure to measure proficiency in course knowledge based on the ability of the student, not the disability. (There may be an exception when the purpose of the test is to measure a particular skill.)
- refer students who have requested accommodations but have not registered with SAS.
- provide handouts in alternate formats (such as enlarged print for visually impaired students). Faculty may also make course materials on reserve in the library available in alternate formats for students with disabilities.

Tips for Referral to SAS

If a student is struggling significantly in a course, whether in understanding and completing assignments or attending and participating appropriately, then a faculty member may wish to request to meet privately with the student to discuss their performance in the course. The following are suggested guidelines for how to conduct the meeting:

- send the student an e-mail requesting to meet during office hours or by appointment to discuss class performance
- keep the discussion focused on observations of the student’s performance that are concerning. For example, a faculty member might start out with such phrases as “I’ve noticed you have missed ‘x’ amount of classes this [week, month, semester]” or “I’ve observed a pattern of ‘x’ mistakes in your written work”
- may NOT ask if the student has a disability or speculate that student has a disability
- may ask if the student has struggled or received assistance for struggles in the past
- may ask if the student is currently receiving assistance or is interested in learning more about what resources are available on campus
- may offer help in seeking assistance from the SAS in conjunction with other campus resources (e.g., Allen Student Advising Center, Academic Advancement Center, Counseling and Psychological Services, Psychology and Social Work Clinic)
- may offer to assist student with scheduling an appointment with SAS if student has expressed an interest in doing so

It is possible that a student is not aware that aspects of their class performance are concerning or they may be embarrassed by the concerns. Therefore, it is important to bring your observations to the student’s attention in a sensitive and confidential manner. Faculty are encouraged to contact SAS should they have any questions or want further guidance on making a referral.

Tips for Addressing Atypical Behavior

Most faculty set forth expectations for student behavior in their courses within their course syllabus through attendance policies, participation, and explanations of assignment completion. But what if, after handing out the course syllabus and carefully reviewing it with your students, you observe a student struggling to follow your expectations? How do you work...
with the student to support positive classroom behavior?

It is important to understand why the behavior you’re observing is occurring. The student may have a disability that impacts their behavior or the behavior may indicate that a need of the student’s is not being met. Pay close attention to what the behavior is and when it occurs. Is there a pattern? For example, is the student often asking for repetition of verbal instructions? Does the student experience conflict with peers when working in groups?

Below is a brief list of indicators that a student may be struggling in your course--some of which may be occurring due to the impact of a disability. Please keep in mind that this information is NOT intended to diagnose; it is intended to assist you in identifying the behavior in question to be able to address it.

- Loud voice or unusual tone; flat affect in conversation
- Too little or too much eye contact or proximity to conversation partner(s)
- Difficulty conversing with peers in social or group work situations
- Frequent interruptions of instructor or classmates during class
- Inappropriate or off-topic comments
- Excessive fidgeting
- Daydreaming
- Frequent forgetfulness or constant need for reminders to complete tasks
- Easily frustrated or visibly upset when asked to complete a specific task
- Rigid or inflexible toward rules or guidelines for task completion
- Difficulty seeing written material from a distance or up close
- Difficulty hearing verbal instructions or classroom discussions
- Sensitivity to classroom stimuli (i.e., light, sound, smell, colors, objects, temperature)
- Frequent absences from class or needs to leave class frequently
- Often loses or misplaces materials for class
- Frequent tardiness to class
- Goes beyond time limit for exams
- Quiet or withdrawn in class
- Frequent grammatical errors or misspellings in written work
- Slower response times in receiving/expressing verbal or written communication
- Noticeable anxiety during class presentations or discussions (i.e., pale skin, sweating, blushing, rapid or shallow breathing)
- Illegible handwriting or noticeable difficulty with handwriting
- Difficulty listening and writing simultaneously; gaps in class notes
- References to prior attempts to harm to self or others in class discussion or written assignments

Once you’ve identified the behavior, the next step is to meet with the student privately in your office to discuss the behavior and its effect on their performance in class. Sending the student an e-mail or attaching a brief note to returned written work with a request to meet in your office to discuss class performance is the most appropriate way to invite a discussion.

During the meeting, keep the discussion neutral by addressing only what you’ve observed in the student’s behavior. For example:

- “[Student’s name], I’ve noticed that you often do not participate in activities in class where I ask students to read aloud. Is there a reason why you choose to not participate in these types of activities?”
- “[Student’s name], it has come to my attention that you make [x] error(s) in your written work. Are you aware of this/these error(s) or is this something you have had difficulty with in the past?”
Give the student time to process/respond to your observations. It is possible the student is not aware of the behavior or is embarrassed by their actions. Please be sensitive to the possibility that this could be a difficult discussion for the student. Having campus resource information (i.e., SAS, Counseling & Psychological Services, Allen Student Advising Center, Academic Advancement Center) on hand is encouraged so you can inform the student of available assistance. Again, remain neutral in providing these resources to the student, as it is a student’s right to choose to use them.

If you have any questions or would like consultation from SAS, please feel free to contact the office at 740.593.2620 or disabilities@ohio.edu.
## OHIO UNIVERSITY LANCASTER CAMPUS
### INSTRUCTOR FORM
#### TEST GUIDELINES SHEET

<table>
<thead>
<tr>
<th>Write Names of Students</th>
<th>Test Type</th>
<th>Mark Applicable Testing Tools</th>
<th>Mark Materials Students PERMITTED to use</th>
<th>Time Limit</th>
<th>Last Date Test May Be Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>Paper</td>
<td>Pencil</td>
<td>Pen</td>
<td>Scan Form</td>
<td>Blue Book</td>
</tr>
<tr>
<td></td>
<td>Computer</td>
<td></td>
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</tr>
</tbody>
</table>

*Texas Instruments TI-30 TYPE Scientific Calculators, compatible with ACT regulations, are available. Any other calculator requirements must be supplied by testers.*

Provide completed form to: OUL Testing Center, Room 443 or email guidelines to OUL Testing Center (lancastertestingcenter@ohio.edu)

Faculty Guide – Spring 2018
Textbook Quick Reference Guide

Textbook(s) (or books), material(s) (e.g., calculator), or note(s) may be added to a single class section or multiple class sections.

1. Navigate to the listing of class sections
   a. An instructor upon login will automatically be at the listing of classes.
   b. If you are not taken directly to the list of classes, select "Classes" in the Manage menu.

2. Click  for each class section you will be assigning a textbook, material, or note.
   a. The class section will appear in the box on the right labeled Selected Classes. You may add an unlimited number of class sections to the list of Selected Classes.
   b. Use the filters at the bottom to navigate to other class sections, e.g., if you have dual-listed classes that use the same textbooks.

3. Click Manage Selected Classes

4. To add a textbook (or book) enter the ISBN and click Search
   a. If the ISBN is in the Ohio University database or the Open Library database you may select the book from the list.
   b. If you get "No textbooks found for that ISBN" click X to close the search box.
   c. Enter the ISBN, author(s) [enter FIRST NAME LAST NAME; FIRST NAME LAST NAME, e.g., Jane Doe; John A. Smith], title, edition, publisher, copyright.
   d. A comment may be entered, e.g., additional information that would be helpful to the student.
   e. The Required radio button is the default. If this textbook is not required then select the Optional radio button.
   f. Enter an approximate price.
   g. Click Add Resource. This textbook is now displayed in the Resources box on the right.

5. Repeat steps 4a - 4g for each required or optional textbook.

6. To add a material click on the radio button for Material.

7. Enter the information for the material.
   a. Enter the description of the material. This description will automatically search as you type so that if the material has already been entered in the database you may select the material from the list.
   b. The Required radio button is the default. If this material is not required then select the Optional radio button.
   c. Enter an approximate price.
   d. Click Add Resource. This material is now displayed in the Resources box on the right.

8. Repeat steps 7a - 7d for each required or optional material.

9. To add a note click on the radio button for Note.

10. Enter the information for the note
    a. Enter the note text or select a standard note from the drop down box.
    b. Click Add Resource. This note is now displayed in the Resources box on the right.

11. Repeat steps 10a - 10b for each note you wish to add.

12. Click Save under the resources box on the right.

13. A confirmation box will appear to display the class sections you are updating with the resources are you adding to the class sections. Click Yes.

NOTES:

➢ To remove a textbook, material or note from a class section click the icon with the minus sign next to the resource from within the Resources box.
➢ A class section that has an approved course fee will have to the left of the class section. To view the standard fee note associated with this class click on the icon. To change the standard fee note complete steps 2-3 above. Click on the Fee Note tab and then select the appropriate standard fee note from the drop down box. Click Save.
➢ If a class section does not require textbooks to be purchased please complete steps 2-3 above and then click on the Note radio button to select an appropriate standard note for the class section.
➢ indicates the class section has been updated/verified and "To Be Determined" will not display in the Course Offerings for this section. Click on this icon to see the resources associated with this class section.
I have attached a Quick Reference Guide that may be helpful when navigating the system. You can access the Textbook System through the Registrar’s web page at http://www.ohio.edu/registrar/textbook.cfm. Also, one thing to keep in mind is Firefox seems to work better in the textbook system and we have found we cannot rush the system.

Here are some more detailed instructions: Log in to the system using this URL https://webapps.ohio.edu/textbook. Enter fall 2015-16 (or whatever term you want) from the drop down box listed under the “term” to the right of the red X at the bottom of the page. This will bring up a list of your courses for fall (change to fall, winter, spring). Then click on the green plus button beside the course. Once you have clicked on that, it will automatically drag your course over to “Selected Classes” to the right of the page. Then click on the “Manage” button and this will bring you to the screen where you can add, edit, or delete the textbooks. Add the information for your text(s) and click “Add Resource” at the bottom of the page. At this point you can add another textbook or you can click “Save” and this information will be sent to the bookstores once you add the resource. If you just want to see a certain course, in the search box under “Class” by the red X, just enter the course (i.e. THAR 5710) and it will bring up the course and follow the instructions above.

NOTE: Each new edition of a textbook will have to have the complete information (ISBN, name, author, edition, price, etc.) added the first time in the system, then after all information has been added, you can populate the information just by adding the ISBN. Do not add any textbook information under the notes tab in the resource section as this will cause incorrect information to be sent to the bookstores.

Also, to pull a report from the Textbook system, if you click on the Export (highlighted in yellow below) button after you have pulled up all the courses for your campus, this will provide an excel spreadsheet and let you know what books have been added and if it’s blank, nothing has been added. You can also see individual courses and if there’s a magnifying glass beside the course — , there is textbook information added.

Note: If the green plus button is not visible then you do not have access to edit the textbooks, materials, or notes for a class.

<table>
<thead>
<tr>
<th>Class</th>
<th>Location</th>
<th>Term</th>
<th>Title</th>
<th>Instructor(s)</th>
</tr>
</thead>
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<tr>
<td>ACCT 1020 400</td>
<td>Eastern</td>
<td>Spring 2014-15</td>
<td>Decision Making with Account</td>
<td>Willie Gist (glist)</td>
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<tr>
<td>AH 2120 400</td>
<td>Eastern</td>
<td>Spring 2014-15</td>
<td>History of Art II</td>
<td>Whitney Sage (sagew)</td>
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<tr>
<td>AH 2120 401</td>
<td>Eastern</td>
<td>Spring 2014-15</td>
<td>History of Art II</td>
<td>Whitney Sage (sagew)</td>
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**TWO-DIVISION SKETCH**  
**FY 2017-2018**

<table>
<thead>
<tr>
<th>Arts &amp; Sciences</th>
<th>Professional Studies</th>
</tr>
</thead>
</table>
| *Patrick Drumm, Coordinator*  
740.681.3716 – drumm@ohio.edu | *Christine Wolfe, Coordinator*  
740.681.3365 – wolfec@ohio.edu |

**SUBJECT AREAS TAUGHT IN EACH DIVISION**

<table>
<thead>
<tr>
<th>Arts &amp; Sciences</th>
<th>Professional Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH</td>
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<td>AAS</td>
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<td>ANTH</td>
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<td>ART</td>
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<td>BIOL</td>
<td>HIST</td>
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<td>CLAS</td>
<td>MATH</td>
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<td>CLWR</td>
<td>MUS</td>
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## TUTOR.COM/OULP OFFERINGS

Ohio University Lancaster/Pickering Course Options

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<thead>
<tr>
<th>Math</th>
<th>Business</th>
<th>English</th>
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<tbody>
<tr>
<td>✓ Basic/Remedial Math</td>
<td>✓ Intro to Finance</td>
<td>✓ Grammar</td>
</tr>
<tr>
<td>✓ Algebra</td>
<td>✓ Intro to Accounting</td>
<td>✓ Reading Comprehension</td>
</tr>
<tr>
<td>✓ Geometry</td>
<td>✓ Intro to Economics</td>
<td>✓ World Literature</td>
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<td>✓ Trigonometry</td>
<td>✓ Intro Microeconomics</td>
<td>✓ European Literature</td>
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<td>✓ Calculus</td>
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<td>✓ Advanced Statistics</td>
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<tr>
<td>✓ Discrete Math</td>
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<tr>
<td>✓ Linear Algebra</td>
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<table>
<thead>
<tr>
<th>Science</th>
<th>Social Science</th>
<th>Computer Science</th>
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<tbody>
<tr>
<td>✓ Biology</td>
<td>✓ Civic &amp; Government</td>
<td>✓ Java</td>
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<tr>
<td>✓ Chemistry</td>
<td>✓ Intro to Psychology</td>
<td>✓ C++</td>
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<tr>
<td>✓ Physics (Algebra-based)</td>
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<td>✓ PowerPoint</td>
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<tr>
<td>✓ Physics (Calculus-based)</td>
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<td>✓ Word</td>
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<tr>
<td>✓ Anatomy &amp; Physiology</td>
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<td>✓ Excel</td>
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<tr>
<td>✓ Organic Chemistry</td>
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<tr>
<td>✓ Physical Science</td>
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<tr>
<td>✓ Microbiology</td>
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<th>Foreign Language</th>
<th>Nursing/Allied Health</th>
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<td>✓ French</td>
<td>✓ Medical Terminology</td>
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<tr>
<td>✓ Real-Time ESL Writing Support</td>
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<td>✓ Pharmacology</td>
</tr>
<tr>
<td>✓ Drop-Off Essay Review</td>
<td>✓ Spanish</td>
<td><strong>ALL NURSING/ALLIED HEALTH SUBJECTS Offered 6PM – 12AM ET, SUNDAY-THURSDAY</strong></td>
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<tr>
<td>(Asynchronous)</td>
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</tbody>
</table>

**ALL NURSING/ALLIED HEALTH SUBJECTS Offered 6PM – 12AM ET, SUNDAY-THURSDAY**

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[www.Tutor.com/OULP](http://www.Tutor.com/OULP) - Emphasize to students that they MUST add the OULP to the end of [www.tutor.com](http://www.tutor.com)
Faculty Secretary Copy Request
Shared Email: lancasterfacultysecretaries@ohio.edu

TO: Amber Landis / Heidi West

FROM: __________________________________________ Your Copy Code: __________________

Date & Time Submitted: ____________________________________________________________

Date & Time Needed: __________________________________________ M T W TH F

Number of Copies: ____________

_____ Collated _____ Stapled _____ 3-Hole punched

_____ 1-sided _____ 1–2 sided _____ 2–2 sided (Everything except exams will be copied 2-sided)

Color: _____Blue _____Gold _____Green _____Lilac _____Pink _____Salmon

Special Instructions: ________________________________________________________________

Scantron Test Sheet Grading Form

TO: Faculty Secretaries - Amber/Heidi

FROM: ________________________________________________________________

Date & Time Submitted: _______________________________________________________

Date & Time Needed: __________________________________________ M T W TH F

Please select the analyses you would like performed:

_____ Item Analysis

_____ Frequency Distribution

Please select which option you would like recorded on each student’s scanned form:

_____ If incorrect provide correct answer _____ X to indicate if incorrect _____ Total Only

_____ I do not want my scantron forms processed by a student worker even though they are not in

my class.
A BRIEF HISTORY OF OHIO UNIVERSITY LANCASTER

The five campuses that now make up Ohio University Regional Higher Education were created during the national expansion of higher education in the 1950s. The earliest campuses were in high school buildings in Portsmouth, Chillicothe, and Zanesville. All were considered temporary measures responding to the GI Bill.

The Lancaster campus was created after the regional system became institutionalized. In 1956, citizens of Lancaster and Fairfield County petitioned the Ohio University Board of Trustees to establish a branch in Lancaster. The first classes were offered beginning in the fall quarter, 1956, in what is now Stanbery Freshman School on Mulberry Street in Lancaster. The new institution offered 16 courses and enrolled 295 students. All classes were held in the evening. Additional facilities were soon rented throughout the community, and the main administrative offices were housed in the Lancaster High School.

The need for a permanent, unified location for the Lancaster campus soon became evident. The Board of Trustees promised $1.75 million toward the project if community members could raise the rest of the cost, some $400,000 - $500,000. State funds could not be used to buy or improve land, so in 1965 the Fairfield County Commissioners donated 45 acres as a campus site. This land had been the farm supporting the county home located across Granville Pike in what is now called the Clarence Miller Building. That acreage is now the northern part of the campus. Later in 1965, an Ohio University Lancaster Development Fund was established to raise funds to purchase additional land. A memorial gift of almost $78,000 was used to purchase 65 additional acres, now the south end of the campus. By early May 1966, the drive ended with a total of $760,000.

John T. Brasee Hall, named for a prominent nineteenth-century Lancaster attorney and Ohio University graduate, opened for classes in late September, 1968, with an enrollment of 821 students in day and evening classes, 17 full-time faculty, and 40 adjunct instructors. Brasee was one of the most distinguished citizens of nineteenth-century Lancaster. Born in Pennsylvania in 1800, he came to Ohio at the age of 15 and entered Ohio University in 1819. He moved to Lancaster to become principal of Lancaster Academy in 1824. He read law and joined the Lancaster bar, then known as one of the finest in the country. He served in the State Senate in 1856-57 and gradually gave up his law practice to take care of his extensive farming interests. He died in 1880. Brasee’s portrait and that of his wife are displayed in Brasee Hall.

After 1970, Lancaster’s enrollment, curriculum, and physical needs expanded significantly. In October 1976, Herrold Hall was opened. Built at a cost of about $2 million, Herrold Hall now houses industrial labs and shops, computer labs, and the art studio. Like Brasee, Herrold Hall was funded by a local community campaign, this time intended to honor the late Gordon Herrold, long-time vice president for engineering and research of Anchor Hocking Glass Company in Lancaster. Gordon Herrold was the great-great-grandson of Russell Herrold, one of two brothers who furnished the lumber for Cutler Hall on the Athens campus, now a national landmark. An adjoining terrace,
behind Herrold Hall, dedicated in 2000 by Herrold's daughters, honors Gordon's wife, Lucille Nazor Herrold.

The two covered bridges spanning Fetters Run on the east side of the campus were moved here from their original sites. The red wooden bridge, John Bright No. 2, was constructed by Augustus Borneman in 1881. The suspension truss design of wood and iron with wooden siding and a gable roof was used in only a few bridges built in Ohio. It originally spanned Poplar Creek. The bridge was moved in 1988 using twin I-beams and two trucks. The John Bright No. 1 Bridge, an example of a rare design known as a rigid suspension bridge, was re-erected across Fetters Run in 1999. Originally built in 1884, it first carried travelers across Poplar Creek. Both bridges are listed on the National Register of Historic Places.

Both historic bridges are heavily used each summer during the famous Lancaster Festival, an eleven-day celebration of the arts with venues throughout Lancaster. On the two Saturdays of the Festival, very large concerts are held on the east side of Fetters Run on Festival Hill. The Lancaster Festival Symphony Orchestra accompanies nationally known artists while Festival goers picnic in the open air.

After offering classes at the Pickerington high school for approximately 20 years, the Pickerington Center (located in northern Fairfield County) was established in 2000 as an extension of the Lancaster Campus to respond to rapid population growth in the area. The Center offers basic courses in the Ohio University Undergraduate curriculum and a number of master's degree programs serving adult professionals in northern Fairfield County and Franklin County. Leigh Atkinson serves as the founding Director of the Pickerington Center.

A Master Plan was adopted for the Campus in 2003. The plan resulted in renovations for a new front door for Brasee Hall making the north entrance the main entrance, as well as renovation and modernization of the Hannah McCauley Library and the gymnasium.

**Directors and Deans of Ohio University Lancaster**

Howard E. Kirk, Director, 1956-1965  
Thomas L. Helms, Director, 1965-1969  
Paul Mechling, Interim Director, 1969-1970  
Lowell V. LeClair, Dir., later Dean, 1970-1977  
Edward Sarno, Interim Dean, 1977-1978  
Raymond Wilkes, Dean, 1978-1994  
Joseph Tucker, Interim Dean, 1994-1995  
Charles P. Bird, Dean, 1995-1999  
John Furlow, Interim Dean, 1999-2000  
Bari Watkins, Dean, 2000-2003  
John Furlow, Interim Dean, 2003-2005  
MaryAnn Janosik, Dean, 2005-2008  
John Furlow, Dean, 2008-2010  
James Smith, Dean, 2010-Present
*The title of the chief operating officer of a regional campus was changed from director to dean in 1976 when James C. Bryant was appointed to the new position of vice provost for regional higher education at Ohio University. Bryant was the former assistant director of the OU-L campus; during 1972-73 he was acting director while the director was on leave.

Sources:


“Dr. Bryant Vice Provost,” Lancaster Eagle-Gazette, April 7, 1976.


