

**UNIVERSITY POLICY**

A. Evaluations

1. Faculty teaching courses below the 400 level should examine student academic progress by means of at least three major evaluations during a semester. However, in a skill course, a student's final mark may be determined by either: 1) three major evaluations; or 2) a combination of intermediate evaluations and the final level of skills attained as established by the instructor of department at the beginning of the course. This policy does not apply to unique situations such as off-campus internships and field experiences.
2. Faculty should inform students at the beginning of a course of the nature and number of evaluations.
3. The student is to be notified of the results of each evaluation during the course. Normally, this should be done prior to the next scheduled major evaluation.
4. One major evaluation should be given prior to the end of the eighth week of the semester or its equivalent in summer school. It is recommended that in freshman level courses the first evaluation be given and the results returned prior to the end of the withdrawal period.
5. Faculty are requested to retain the results of all evaluations, including final examinations, for a period of six months before discarding them.

B. Final Examinations

1. Final examinations in a course below the 400 level should be assigned a weight not to exceed 33 - 1/3 percent of the final mark.
2. In accordance with college policy, no final examinations should be given before the scheduled final examination time. Any course not having a final examination must meet under the direction of its instructor during the scheduled examination time for a continuation of regular class work.

C. Course Information:

1. This policy applies to all courses, undergraduate and graduate, except independent courses.
2. By the second class meeting (but preferably the first one), students must receive (in printed form) a course syllabus containing at least the following information:
  - a. Course name and number
  - b. Instructor's name, office location, mailing address, office telephone number, and scheduled office hours.
  - c. Required textbook (s)
  - d. Evaluation policy
  - e. Student learning outcomes (Including General Education goals if course is a General Education Course)
  - f. Course requirements
  - g. Course outline
  - h. Attendance policy

D. Syllabi Statement

West Chester University strongly encourages the inclusion of a syllabus statement that encourages students with disabilities to come forward early in the semester with requests for accommodations and services. The following has been approved and will appear in the catalog, Ram's Eye View, and on announcements campus-wide. It may be used as is by faculty or as a model.

"We at West Chester University wish to make accommodations for persons with disabilities. Please make your needs known by contacting the \_\_\_\_\_ (faculty, appropriate academic department, SGA, etc.) \_\_\_\_\_ and/or the Office of Services for Students with Disabilities at ext. 3217. Sufficient

notice is needed in order to make the accommodations possible. The University desires to comply with the ADA of 1990.”

Any disability information a student provides is confidential and to be used solely and specifically for arranging reasonable accommodations for the course of study. Faculty should respect students’ privacy in and outside of the classroom. For further information, please feel free to contact the Office for Services for Students with Disabilities (OSSD) and the Social Equity Office. OSSD: Lawrence Center, Room 223, (610) 436 -2564, <http://www.wcupa.edu/ussss/ossd/default.asp>

It is expected that faculty, staff and students activate and maintain regular access to University provided email accounts; and that you are responsible for accessing that mail to be sure to obtain official University communications. Failure to access will not exempt individuals from the responsibilities and liabilities.