

# Key Teaching Policies & Student Support Resources at WCUPA

## 1. Standard Syllabus Statements

Your syllabus is an important part of your work here at WCU. Contact your department for syllabi examples for the particular courses you are teaching.

No matter the format of your syllabus or the department you're teaching in, the University does have a few standard expectations. First of all, syllabi are expected to have the course learning outcomes no later than page 2. Just as important, every WCUPA syllabus is expected to include some standard syllabus statements. Those syllabus statements (as well as a checklist to help you make sure you've included everything) can be found here:

<https://www.wcupa.edu/viceProvost/facultyStaff.aspx>

## 2. Important Administrative Tasks

You will be prompted by emails near the start of the term and near the midterm to report grades and attendance for different purposes. Here are some details:

### **ATTENDANCE:**

The administration of federal student aid under Title IV of the Higher Education Act requires universities to determine whether or not financial aid must be returned for Title IV recipients who withdraw during the term. Proper calculation for the return of Title IV funds is dependent upon verifying attendance in academically related activities.

During the add/drop deadline; and around the mid-term point faculty will be required to note student attendance for all classes.

Please see WCUPA's Attendance Verification Policy document (<https://www.wcupa.edu/registrar/documents/attendanceVerification.pdf>) for more information about how to verify attendance.

## **ATHLETE MID-SEMESTER GRADES:**

Around mid-term, you'll receive an email requesting that you submit on MyWCU the mid-semester grades for athletes in your class. These students will be indicated in MyWCU, and the email you receive will provide directions.

## **EARLY ALERT FOR STRUGGLING STUDENTS:**

The University's Early Alert program focuses on key general education classes. If you're teaching one of the sections aligned with the program, the University will send you an email several weeks into the term (before the Drop deadline) asking you to identify students who have a C- or below in your class. That email will also provide instructions for how to identify these students so that they can receive additional support from the University. More information can be found here: <https://www.wcupa.edu/universityCollege/earlyalert/faculty.aspx>

This program is an important intervention for students who do not start their term on the right foot; please do take advantage of this important program.

## **3. University Policies**

### **OFFICE HOURS POLICY (Per the CBA, Article 23, A. 1. c.)**

Full-time teaching FACULTY MEMBERS as defined in this Article shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times and locations as will accommodate the needs of the students. Teaching FACULTY MEMBERS not defined as full-time, shall maintain a prorated number of office hours each week, at a minimum of twenty-five (25) minutes for each workload hour taught, at such days, times and locations as will accommodate the needs of the students. The schedule of office hours for each FACULTY MEMBER shall be posted in such manner so as to be easily observed by the students.

In other words, you need to have a minimum of 1 hour 15 minutes of open office hours posted per 3 credit course you teach. The updated WCU agreement can be viewed [here](#), which stipulates that ⅔ of office hours for face-to-face instructors must meet in-person. It also notes that, if a student wants to meet online instead of face-to-face, you must accommodate them. Many faculty members meet this need by having their Zoom links available during their in-person office hours.

## **DISRUPTIVE STUDENT POLICY**

If you are experiencing difficulties with a student in your course, seek guidance from your Chair or the Assistant Chair in your department who is tasked with supporting faculty members on these issues. You may also want to file a care report with the WCU Care Team (see links below in the WCU student resources). To familiarize yourself with official WCU policy on disruptive students, see this link:

<https://catalog.wcupa.edu/undergraduate/academic-policies-procedures/course-policies/>

## **GRADING POLICIES**

<https://catalog.wcupa.edu/undergraduate/academic-policies-procedures/grading-information/>

## **POLICY ON ACADEMIC MISCONDUCT**

<https://catalog.wcupa.edu/undergraduate/academic-policies-procedures/academic-integrity/>

## **FINAL EXAMS**

Faculty are expected to meet their classes for the assigned final exam time, even if they are not administering an exam. Many faculty who are not giving an exam will have this time set aside for the submission or picking up of final papers, or a final open session to support students as they complete the course.

[https://www.wcupa.edu/registrar/calendar/documents/2225FinalExamSchedule\\_JULY22.pdf](https://www.wcupa.edu/registrar/calendar/documents/2225FinalExamSchedule_JULY22.pdf)

## **POLICY ON RELIGIOUS HOLIDAYS**

No examinations are to be administered on major holy days. For those teaching evening courses, Jewish and Muslim holy days begin on the evening of the date indicated. All members of the academic community are expected to be considerate of and provide accommodations to students of other faiths when assignments, exams, and other course requirements fall on major holy days of their religion.

## **ACADEMIC CALENDAR**

Individual academic year calendars can be found at the link below & through the department's D2L site.

- Be sure to note the holidays each semester as you cannot schedule an exam on those days.
- Note the dates for the last day Drop/Add, the last day to Withdraw, etc. (all of which must be included on your syllabi)

<https://www.wcupa.edu/registrar/calendar/>

For more important university policies and procedures, please refer to [Sections A, C, and other pertinent links of the New Faculty Orientation Binder](#) hosted by WCUPA's Teaching, Learning, and Assessment Center.

## 4. Student Support Resources

### WCU Care Team:

West Chester University's CARE Team collaborates with specialized members to promote the safety and well-being of our campus community. The purpose of CARE is to identify an alarming behavior, and provide support to someone who may have academic and/or personal challenges which may have an impact on a successful college experience. This may include behavior regarding a peer or conversations between groups or individuals that may potentially be unhealthy. CARE requests your input so we may be proactive in fostering safety, healthy well-being, and academic achievement for our community.

For more information about the CARE program, see their website:

[https://www.wcupa.edu/\\_services/studentAssistance/CARE/](https://www.wcupa.edu/_services/studentAssistance/CARE/)

To report a concern about a student, go directly to their referral form:

[https://cm.maxient.com/reportingform.php?WestChesterUniv&layout\\_id=3](https://cm.maxient.com/reportingform.php?WestChesterUniv&layout_id=3)

### Division of Student Affairs

[https://www.wcupa.edu/\\_services/stu/](https://www.wcupa.edu/_services/stu/)

### Office of Services for Students with Disabilities

<https://www.wcupa.edu/viceProvost/universityCollege/ossd/default.aspx>

### The Counseling Center

[https://www.wcupa.edu/\\_services/stu.cou/default.aspx](https://www.wcupa.edu/_services/stu.cou/default.aspx)

## Student Health Services

[https://www.wcupa.edu/\\_services/stu.inf/](https://www.wcupa.edu/_services/stu.inf/)

## Veterans Services

<https://www.wcupa.edu/veteransCenter/wcuStudentServices.aspx>

## Resource Pantry

[https://www.wcupa.edu/\\_services/stu.slv/pantry/default.aspx](https://www.wcupa.edu/_services/stu.slv/pantry/default.aspx)

## Undergraduate Catalog

<https://catalog.wcupa.edu/undergraduate/>

## Office of Social Equity

[https://www.wcupa.edu/\\_admin/social.equity/](https://www.wcupa.edu/_admin/social.equity/)

## Career Development Center

[https://www.wcupa.edu/\\_services/STU.CAR/](https://www.wcupa.edu/_services/STU.CAR/)

# 5. Key Phone Numbers

Public Safety for Emergencies: 610-436-3311

Student Affairs: 610-436-3086

Counseling and Psychological Services: 610-436-2301

CARE Team Support Services: 610-436-3089

*\*This list prepared for Fall 2022 by the APSCUF Adjunct Support Committee (special thanks to Deanna Gabe), with resource input from the Communications and English Departments. To get involved or get support, contact our co-chairs Tim Dougherty ([tdougherty@wcupa.edu](mailto:tdougherty@wcupa.edu)) or Bill Sawyer ([wsawyer@wcupa.edu](mailto:wsawyer@wcupa.edu)).*\*