

Adjunct Faculty Handbook

Office of Continuing Education

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Introduction

This online handbook collects policies, forms, and information relating to the selection, appointment, orientation, and evaluation of adjunct faculty members. The online handbook also contains a summary of specific policies and regulations governing the conduct of courses taught during the evening, weekend, or at an off-campus sites.

Adjunct faculty members may find more detailed information concerning specific policies and regulations of the University in the policy statements issued by the Office of the Chancellor. These policies are available on the LSU EUNICE network at **Policies on 'Acadian' (S:)**. The Bylaws and Regulations of the LSU Board of Supervisors apply to adjunct faculty members. These may be accessed by visiting the LSU System Web site at www.lsusystem.lsu.edu/index.html and following the "Policies" link.

The Director of Continuing Education serves as the liaison between adjunct faculty and the University. In the absence of the Director, the Assistant Director of Continuing Education may be contacted by faculty. Any questions or concerns about University services and policies should be addressed to the Director of Continuing Education.

Institutional Mission

LSU Eunice is a comprehensive, open admissions institution of higher education. The University is dedicated to high quality, low-cost education and is committed to academic excellence and the dignity and worth of the individual. To this end, LSU Eunice offers associate degrees, certificates, continuing education programs and transfer curricula. Its curricula span the liberal arts, sciences, business and technology, pre-professional and professional areas for the benefit of a diverse population. All who can benefit from its resources deserve the opportunity to pursue the goal of lifelong learning and to expand their knowledge and skills at LSU Eunice.

Acknowledging that high quality technical programs are crucial to economic development, the institution continues to expand its relationship with local businesses and industries in order to identify area workforce needs. LSU Eunice works closely with four-year colleges in the area to increase matriculation opportunities for its students. Public service activities are undertaken to meet the needs of the service area and to raise the level of education and improve the quality of life for area citizens.

Institutional Goals

To fulfill its institutional mission, Louisiana State University at Eunice is committed to achieving the following goals:

1. Students complete associate degree or certificate programs prepared to enter the workforce.
2. Students complete the first two or more years of baccalaureate study prepared to transfer to four-year institutions to complete their degrees.
3. Students fulfill general education and continuing education needs through a variety of educational offerings at various teaching sites and times.
4. Students who need developmental instruction acquire the knowledge and skills to prepare them for collegiate study.
5. Students receive support and assistance in reaching academic, personal, career, and employment goals.
6. Students participate in extracurricular activities to meet personal, artistic, or intellectual interests.
7. Students find facilities and resources adequate in classrooms, laboratories, the library, and recreational areas.
8. Citizens of LSU Eunice's service area find educational opportunities to meet changing employment needs.
9. Citizens experience cultural enrichment and personal development through participating in programs offered as a community service.

In pursuing these goals, LSU Eunice is committed to maintaining the highest academic and professional standards in all of its educational and related programs and services. To this end, the University will endeavor to recruit the best qualified personnel available for its various programs and will encourage the professional growth of administrators, faculty, and staff as a continuous process.

Appointment of Adjunct Faculty

In accordance with the stipulations of Chapter II, Section 2-8 of the Bylaws and Regulations of the LSU Board of Supervisors found at the web site <http://www.lsusystem.lsu.edu/index.html>, members of the part-time academic staff on the various campuses shall be given term appointments only, not exceeding one academic or fiscal year. Local practice at LSU Eunice allows for one-semester term appointments for adjunct faculty members. These appointments are contingent upon acceptable student

enrollments in the faculty member’s assigned classes. Furthermore, courses assigned to adjunct faculty members may be re-assigned to a full-time faculty member if the full-time faculty member’s pre-assigned course load does not materialize because of low enrollment or another circumstance.

Selection of Adjunct Faculty

In judging the suitability of an applicant for an adjunct faculty position, the University considers all aspects of the educational and professional preparation of the applicant. Generally, the professional competency of adjunct faculty members in the fields in which they teach is supported by appropriate graduate degrees. In specialized professional, technical, or vocational fields, other evidence of professional competency may be acceptable in lieu of formal graduate training.

Orientation of Adjunct Faculty

Adjunct faculty orientation workshops are held prior to the beginning of each semester. The session is intended to serve as an orientation to the processes of the institution. The workshops provide an opportunity to network with other adjunct faculty members, administrators, division heads and staff, key university personnel such a library staff, and other guests and presenters.

The Office of Continuing Education provides information and access to resources that will enable faculty members to function effectively. Topics that may be discussed during the workshops relate to record keeping, academic regulations, teaching effectiveness, library resources, student support services, effective classroom management, practice, and pedagogy. Faculty members may share challenges and solutions to academic or logistical problems encountered in the field.

Salary of Adjunct Faculty

The earnings of adjunct faculty members are set by LSU Eunice’s Policy Statement No. 47, *Continuing Education and Extension Activities*. The pay scale is based upon the highest academic degree held.

Part-time Faculty Pay Scale	
Highest Degree	Pay Per 3-Credit Course
Doctorate	\$1,950

Master's	\$1,800
Baccalaureate or Associate	\$1,700

Faculty who are appointed on an academic year basis are paid monthly on the twenty-first day of the month. All employees are required to participate in the direct deposit program unless they have a qualifying hardship and obtain approval for waiver of direct deposit. An Employee Authorization agreement for Automatic Payroll Deposits (appendix C) is given to all new employees to be completed and returned to the Office of Business Affairs. In order to access a payroll deposit slip online, employees must activate PAWS accounts (appendix C). Information on PAWS account activation is available in the Office of Business Affairs.

Academic Freedom

The LSU System is committed to the principle of academic freedom. This principle acknowledges the right of faculty to explore fully within the field of assignment and to give in the classroom and elsewhere such exposition of the subject as the faculty member believes to represent the truth. When a member of the academic staff is not officially designated to represent the LSU System, the staff member must indicate clearly that she or he is speaking as an individual citizen.

Responsibilities of Faculty

Faculty members at LSU Eunice are responsible for competent and effective performance of appropriate duties. This online handbook and the current copy of the LSU Eunice Catalog give the background and current information needed to function effectively in the academic arena.

Faculty Responsibilities Checklist



<ul style="list-style-type: none"> °Access LSU Eunice network, e-mail °Obtain keys °Obtain copy of textbook °Secure library access °Create syllabus with contact information 	<ul style="list-style-type: none"> °Establish e-mail routine °Review academic calendar for deadlines °Submit syllabus to CE °Print roster °Verify course prerequisites 	<ul style="list-style-type: none"> °Check and reprint official class roster after Add/Drop °Submit 14-day Verification Report °Refer students not on official roster to Admissions 	<ul style="list-style-type: none"> °Administer mid-semester assessment °Submit mid-semester grades online by due date 	<ul style="list-style-type: none"> °Perform course evaluation °Give final on listed date °Submit final grades online °File documents for six months
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Occasionally observation and evaluation reveal that an adjunct faculty member has not met and does not give promise of meeting the responsibilities outlined for that position. In such an instance, that individual will be removed from his or her instructional duties. Such action adheres to the institutional commitment to academic excellence.

Faculty Course Syllabi

(Adapted from the Curriculum Development Manual)

Part time instructors are responsible for the preparation and maintenance of syllabi for each of the courses they teach. Instructors are to provide each student enrolled in the course with a copy of the course syllabus and place a copy of the syllabus on file in the Office of Continuing Education.

The course syllabus contains a comprehensive overview of the course. Since it serves the informational needs of students, faculty, administrators, and accrediting agencies, the syllabus must be complete, accurate, and clear. The format for course syllabi is provided below and must provide the following elements:

I. Course name, number, section number, and instructor's name.

Just as full-time faculty are required to be available to students out of class, so should part-time faculty make reasonable efforts to be available for students out of class. Although part time faculty are not required to hold

regularly-scheduled office hours, they must make reasonable efforts to be available for students outside of class.

Instructors should provide contact information so that students can reach them if the students have to. Although we certainly do not expect faculty to provide business or private numbers, if faculty are comfortable in doing so, they certainly may, specifying the dates and times that they can be contacted. If faculty choose not to give out phone numbers to students, that is certainly fine as well.

Faculty should, however, provide students with an email address. Any email address that instructors check regularly will do, although instructors are encouraged to use their LSU Eunice email addresses, since many students will email their instructors from myCourses, and myCourses sends student emails to the instructor's LSU Eunice email account.

Instructors should check their email at least once a day on the weekdays and respond to student emails as soon as possible.

Another way that part time instructors can make themselves available to students is to hold online office hours (scheduled, by appointment, or both) using the chat feature in myCourses. Instructors may also choose to be available through the forum or message functions in myCourses.

Faculty may not give students the phone number of Continuing Education as their contact information. If a student calls Continuing Education requesting an adjunct faculty member, we will only provide the instructor's LSU Eunice email address.

II. Course description from the current LSU Eunice Catalog, including a listing of prerequisites.

For example, if an instructor is teaching second semester English Composition, the course description should look like this:

ENGL 1002 English Composition. Lec. 3; Cr. 3.

Introductory course in writing, accompanied by selected readings in literature and literary criticism. Emphasis on critical thinking through the development of extended essays in a variety of genres such as the academic essay, the review, and the research paper. The course requires an oral presentation and/or technological component, a collaborative project, as well as a 1200-1500 word documented essay. *Prerequisite: A grade of "C" or better in English 1001 or ACT English score of 26 or higher and a minimum total of 53 on the English score plus the composite score.*

III. Textbook(s) and other required materials.

Along with the author, title, and edition of each textbook, instructors are also encouraged to provide the book's ISBN.

IV. Evaluation/grading (policy and basis; number and frequency of tests and papers; weights of particular tests or papers, etc.).

Each syllabus should contain a description of assessment techniques as well as a clear statement of the instructor's grading policy. It is a University requirement that faculty members announce to classes the general components from which the final grade will be determined, along with their approximate weights, at the beginning of each semester.

Just as the methods of instruction should be selected to facilitate progress toward a specific instructional objectives, assessment techniques and instruments should be chosen which will accurately measure the degree to which individual students have achieved those objectives. Although methods of assessment will vary widely from course to course, the following guidelines should be followed:

- Assessment should directly relate to instructional objectives.
- All methods of assessment should be identified, e.g., examinations, papers, reports, laboratory work, etc.
- The kinds of examinations to be used should be identified, e.g., multiple choice, true/false, essay, etc.
- If written tests aim at the application of knowledge, the solution of problems, the ability to reason, etc., it should be so stated and explained.
- If skills are evaluated by observation of performance, it should be stated; and the criteria used to standardize the observation or the performance should be mentioned.
- The method of calculating the final grade for the course should be explained.

V. Policies pertaining to attendance, late work, make-up work, etc.

These policies should be clear and detailed. Instructors should also invoke their right to use their discretion to override these policies if need be.

VI. Course objectives.

Course objectives are broad, general statements of the learning outcomes expected at the end of the course. They frequently consist of comprehensive statements covering an entire class of learning outcomes.

Such outcomes may pertain to knowledge, understanding, thinking skills, performance skills, communication skills, work and/or study skills, attitudes, appreciation, etc.

Instructors should contact their division heads for a list of the course objectives for the course they are teaching.

VII. Major instructional objectives.

Major instructional objectives are statements of general learning outcomes which are subordinate but necessary to the achievement of the course objectives. In most cases, "major instructional objectives" will be the same as "unit objectives" and will identify the learning outcomes desired at the conclusion of the major units of instruction.

VIII. Brief summary of course content by major units of instruction.

The summary of course content should be presented as a topical outline, including the major topics and subtopics of instruction, and should be written independently of any specific textbook. The outline should reflect the sequence in which the material will be presented.

IX. Methods of instruction.

Some of the more common instructional methods are listed below:

Lecture	Skill Practice Sessions
Discussion	Individualized Instruction
Demonstration	Learning Activity Packages
Audiovisual Presentations	Independent Study
Outside Speakers	Peer Tutoring (Tutorial Center)
Laboratory Experiences	Supplemental Media (Learning Center)
Clinical Experiences	Papers
Role Playing	Written Reports/Critiques
Simulation/Games	Oral Reports/Speeches
Group Projects	Outside Readings
Field Trips	Learning Contracts
Individual Student Conferences	Computer-assisted instruction
eLearning	Web-enhanced instruction

X. Brief overview of special instructions (where appropriate)

e.g., laboratory procedures to be followed, use of tutorial assistance in the Tutorial Center, use of supplemental materials in the Learning Center, etc.

XI. Bibliography of supplemental references and/or source materials.

In addition to the elements listed above, instructors must also insert the following statement:

Any student who is a "qualified individual with a disability" as defined by Section 504 of the Rehabilitation Act and Title II of the ADA, and who will need accommodated services (e.g., note-takers, extended test time, audiotape, tutorials, etc.) for this course, must register and request services through the Office of Academic Assistance Programs, S-150.

Although it is expected that all elements in the outline will be included in each course syllabus, the differing demands of particular courses as well as the preferences of individual instructors will, to some extent, dictate the actual format to be used. In many instances, for example, instructors may choose to specify instructional objectives and methods of instruction separately for each instructional unit, thus integrating items VII, VIII, and IX. Such an approach would, in fact, be preferable when objectives and instructional methods differ substantially among the various units of instruction.

Instructors should include in each syllabus the following statement: "The instructor reserves the right to amend this syllabus as necessary."

Division office will have on file generic syllabi for many courses. Instructors should contact the division offices to get copies of these syllabi, which can be amended and edited for currency. Nevertheless, instructors should be sensitive to how much a syllabus can be amended. (For example, an instructor has more freedom to change a sophomore-level course than a developmental course.)

If the division office does not have a generic syllabus for a specific course, the instructor is encouraged to ask to see the syllabus of another instructor who has taught that course.

Class Meetings and Attendance

Classes must meet at the times and locations published in the official University class schedule. Any deviations from the class schedule for night classes must be approved in advance by the Director of Continuing Education. If for any reason an instructor cannot meet at the scheduled time, the Office of Continuing Education must be notified.

Students are expected to attend classes regularly and punctually. The class attendance requirements for LSU Eunice students are outlined in the current catalog on page 52. Faculty need to review these guidelines. Faculty members may obtain an Excessive Student Absences Form in this online handbook or from the Office of Student Affairs. Excessive absences should be documented and reported to the Office of Student Affairs for appropriate disciplinary action. Determination of what constitutes "excessive absences" is left to the judgment of the instructor.

Attendance Verification

Near the beginning of each semester, typically by the 14th class day, you must verify student attendance for the school census. Please see your current academic calendar for the attendance verification due date.

How to Verify Attendance:

- Log on to myLSUE
- Make sure the **Faculty** line on the left side of the page is highlighted. If it is not, click on **Faculty**.
- You will be presented with a list of your courses.
- Make sure that you are viewing the correct semester to looking on the upper right of the frame. It should say **Viewing:** and the correct semester and year.
 - If the semester and year are incorrect, click on the semester and year.
 - In the **Select Options** box, highlight the correct semester and enter the correct year.
 - Click the **Submit Options** button.
- To the left of the class for which attendance is to be verified, click on the **Verify** button.
- You will be presented with a class roll.
- To the right of each name, under **Attended**, click the down arrow for a drop-down menu.
- Choose **Y** if a student has attended at least once, or **N** if the student has never attended.
- Click the **Submit** button on the bottom of the page.
- You can verify any student who as attended your class at least once as early as you'd like to, but you should wait until close to the deadline to verify a student has having **NOT** attended.
- Any student who has not been verified one way or the other can be verified later up to the due date.

- **NOTE:** Be sure what you've chosen is accurate. Once you click Submit, you cannot go back and fix inaccuracies. You'll have to contact the Office of Student Records at 337-550-1304.
- Please follow this procedure for each course you teach.

What to Do if You Must Miss a Class

Obviously, teachers should be prepared to teach during every single scheduled class day for the duration of the class period. Situations, however, will sometimes arise in which an instructor may not be able to make it to class.

If you know ahead of time that you will have to miss a class, it is your responsibility to arrange for a substitute to take your class for the duration of the time that you will be absent. Lesson plans and instructions, as well as any monetary compensation or barter, must be worked out between the instructor and the substitute.

As soon as you know that you must miss a class (either through substitution or cancellation), please call the appropriate person with the information:

- If you teach on the LSU Eunice campus, contact your division head.
- If you teach at LCRP, contact Lillian Wooley
 - 318-484-2184 ext. 127 (office).
 - 337-466-5958 (cell)
 - lwooley@lsue.edu
- If you teach at LSUA or other off-campus locations, contact Kenneth Elliott
 - 337-550-1390 (office)
 - 888-367-5783 ext. 390 (toll-free office)
 - 337-466-5957 (cell)
 - kelliott@lsue.edu

If you must cancel a class, it is generally a good idea to email your students ahead of time to let them know that you will not be in. (Some students commute long distances and spend a lot of money on gas. They get upset if they show up to class only to find a note on the door or a mysteriously missing instructor.) There are basically three ways to email your class.

If you are using your default email client that pops up whenever you click on an email link, you can use the easiest way:

1. Point your web browser to www.lsue.edu.
2. Click on myLSUE in the upper left of the window.

3. Type your username and password in the upper left of the window just below the banner. If you do not know your username and password, contact the Office of Information Technology (337-550-1307 or 888-367-5783 ext. 307).
4. Click the Print button
5. Click "Send Email to Class"
6. This will run your default email client and open a message for you to fill in and send.

Please note that this email will be sent to students' LSU Eunice email addresses. If they do not check this address, they will not get your message unless they forward messages coming into the LSU Eunice email address to another address.

If you are not using your default email client (if you're away from your computer, for example, or using a web-based email client), you must follow the steps below:

1. Start a new message in whatever email program you like to use.
2. In the To: field you will enter the course email address, which will consist of the course designation, the course number, a hyphen, and the section number, followed by @eunice.lsu.edu. Suppose, for example, you are teaching English 1001, Section 02. The email address will be

engl1001-02@eunice.lsu.edu

Note that between the course number and the section number is a hyphen, not a dash.

3. Then you just type your email and send it off.

Again, this email will be sent to students' LSU Eunice email addresses. If they do not check this address, they will not get your message unless they forward messages coming into the LSU Eunice email address to another address.

Finally, you can send email to your class from your myCourses course. Here's how:

1. Point your web browser to www.lsu.edu.
2. Click on myCourses.
3. Log in to myCourses with your username and password. If you do not know your username and password, contact the Office of Information Technology (337-550-1307 or 888-367-5783 ext. 307).
4. Click on the current semester's folder.
5. Click on the name of your class
6. In the Course Options Menu box, click Email the Class
7. Click Select All

8. Type your subject and email body
9. Scroll down and click the Send Email button.

Yet again – you guessed it – this email will be sent to students' LSU Eunice email addresses.

Forwarding Messages Sent to Your LSU Eunice Email Address

You as an instructor for LSU Eunice also have an LSU Eunice email address. If you do not check this address, you will not know about important information sent to you by LSU Eunice unless you forward messages coming to your LSU Eunice email address to an address that you do check.

Note also that students will often send you email by clicking your email link in myLSUE or myCourses. These messages will be sent to your LSU Eunice email account. It is therefore important to check your LSU Eunice email account regularly.

If, however, you would like to use another email account and not have to bother with your LSU Eunice account, you can have messages forwarded to your other account from your LSU Eunice account. Here's how:

1. Point your Internet Explorer browser to www.lsu.edu.
2. Click on Faculty / Staff.
3. Click on Email Web Access
4. Sign in with your username and password that you were provided by the Office of Information Technology (337-550-1307 or 888-367-5783 ext. 307)
5. Click Rules in the lower left of the window. (You may need to scroll down if your screen resolution is low enough.)
6. Click New... in the menu bar near the top of the screen.
7. Give the rule a rule name
8. Near the bottom of the box, click the radio button to the left of "Forward it to."
9. Enter the email address of the account you want your LSU Eunice email forwarded to.
10. Uncheck the box to the left of "Keep a copy in my Inbox." If the box is left checked, your Inbox will quickly fill up, you will exceed your memory quota, and messages will start getting bounced back to the senders.
11. Click Save and Close.
12. A web dialog box will pop up. Click OK.
13. A new dialog box will pop up, asking if you want to continue to apply the rule. Click OK.

14. Check your work by sending an email to your LSU Eunice email account.

Note that if you use another browser (such as Firefox), the interface will look different, but the concepts will still apply.

Children in the Classroom

"Traditionally, LSU Eunice has not banned children from classrooms because of the realization that many of our students are parents and that they will sometimes have difficulty with childcare arrangements. It would be unfortunate for students to have to miss class because of childcare problems.

"However, whether or not children are allowed in a class is totally the prerogative of the individual instructor. Students must obtain the instructor's permission before bringing a child to class. There may be subject matter in a college course that is unsuitable for children, or the instructor may simply prefer not to have children in his/her classroom.

"Children attending classes must be quiet and well behaved. An instructor may ask the parent and children to leave if the child is being disruptive to the class. Under no circumstances should children be allowed in laboratory or activities classes where a child could be injured or there is the possibility of a child breaking university equipment.

"All children whether in classrooms or elsewhere on campus, must be supervised by an adult. When unsupervised children are observed on campus they should be reported to campus security, who will attempt to locate their parents."

(LSU Eunice Policy Statement No. 76)

Note that this policy does NOT apply to classes taught at the Learning Center for Rapides Parish (LCRP). Children are NOT allowed in the classrooms at the LCRP. Nor are they allowed in the building unsupervised.

Class Rosters

Adjunct faculty must obtain a myLSUE username and password from the Office of Information Technology (337-550-1307 or 888-367-5783 ext. 307) to access class rosters and report mid-semester and final grades. Initially, the username and password will be assigned upon completion of the

Computing and Information Usage Agreement obtained from the Office of Information Technology. Once you enter myLSUE, it is possible to change the password periodically.

Adjunct faculty members may be requested occasionally by the Office of the Registrar to report discrepancies between class rosters and the attendance of students and to report last-dates-of-attendance for financial aid reporting purposes. In order to make timely reports, faculty members are expected to maintain accurate attendance records.

Final Examinations

Final examinations must be administered according to the official examination schedule published by the Office of the Registrar. The official exam schedule is published at the beginning of each semester in *The LSU Eunice Bulletin*. A copy of the final examination for each course must be filed with the Director of Continuing Education.

Grading System

Faculty members are expected to provide each student with a syllabus (hard copy and/or digital) which includes the grading system for the course. The first class meeting is an optimum time to make certain that all students understand how their work will be assessed and graded, the general components from which the final grade will be determined, and the approximate weights of course elements.

On request, students should be provided a review of all graded material, including final examinations, which contribute to the course grade. Students also may request a review of the method by which the grade was determined. Unreturned examinations and graded materials are kept on file for at least six months following the conclusion of a course. If the adjunct faculty member leaves the campus during this period, these materials should be filed in the Office of Continuing Education.

Grades of "A," "B," or "C" are given for satisfactory work. A grade of "A" indicates distinguished mastery of the course materials; a grade of "B," good mastery; a grade of "C," acceptable mastery. A grade of "D" indicates minimally acceptable achievement for credit. In certain programs, a grade of "D" does not carry degree credit. A grade of "F" is failing. A grade of "P" (passing) denotes satisfactory completion (at a "C" or better level) of advanced-standing examinations, pass-fail option courses, and certain other

courses. A grade of "NC" (no credit) is used to indicate an unacceptable level of achievement in developmental courses. A "W" will be entered on the student's record for any course dropped within the dates specified in the academic calendar for that semester. After that time, student may not drop courses unless authorized to do so by the Vice Chancellor for Academic Affairs. This regulation applies to all courses dropped, including those dropped when a student resigns from the University.

Incomplete (I) Grades

Work which is of sufficient quality to earn a passing grade but which, because of circumstances beyond the student's control, is not complete may be marked "I"

(incomplete). It is the responsibility of the student to request authorization for an "I" grade which, under normal circumstances, must be made prior to the final examination date for the course. **An "I" grade is given only upon receipt by the instructor of appropriate authorization from the Office of Academic Affairs.** If authorization is not received, the instructor is to consider that the delinquent work is of failing quality, and an "I" grade is not to be given. A grade of "I" will be converted to "F" unless it is removed prior to the deadline for adding courses for credit as published in the University calendar. The conversion of the "I" grade takes place in the next regular semester in which the student is in residence in the LSU System. Instructors must use the "Change of Grade" form available in the Faculty/Staff portion of the LSU Eunice web site. In extraordinary cases, the Chancellor may authorize that the "I" grade become permanent or may authorize an extension of time for removing the grade. A student may not repeat a course for which the LSU Eunice grade of record is an "I."

For purposes of converting LSU Eunice letter grades to a numerical expression at other institutions, the following scale may be used:

Letter Grade	Scale
A	93—100
B	85—92
C	77—84
D	65—76
F	Below 65

Faculty members are strongly encouraged to include policies for accepting assignments in their course syllabi. Students should be held accountable for their work regardless of absences. Consequently, faculty should have explicit policies for accepting or denying late assignments, the effect of absences on assignments, and the effect of excessive absences on a student's final grade. By providing these policies to the students at the beginning of the semester, faculty members may demonstrate that students were informed of grading policies should a student later appeal a grade.

Pass-Fail Option

Some courses have been approved to be graded as "pass-fail" for all students enrolled. Limited use of a pass-fail option is permitted for non-matriculating students at the discretion of the academic division. Non-matriculating students wishing to petition for pass-fail grades must have the appropriate documentation approved by the instructor of the course, the appropriate division head, and the Vice Chancellor for Academic Affairs. Until and including the last day for adding courses for credit, students may, with appropriate approval, change from pass-fail to graded status and vice versa. No such change may be made after the last day for adding courses for credit. Credit will be awarded for courses passed with a grade of "P"; however, such grades will not be considered in computing the grade point average. An "F" in a pass-fail course will be treated as any other "F."

Grade Reporting

All grades are reported via myLSUE. The University deadlines for submitting mid-semester and final grades are published in the academic calendar. Additionally, the Office of the Registrar disseminates e-mail alerts to faculty members of approaching grade reporting deadlines. Adjunct faculty members are expected to adhere to these deadlines.

How to Report Midterm and Final Grades

- Point your browser to www.lsue.edu
- Click myLSUE
- Enter your username and password
- Click Login
- Make sure your active tab is "Home" and "Faculty" is highlighted in the small **myLSUE** box in the upper left of the window.
- Make sure that the correct semester and year are displayed in the upper right of the window. If not, click on the semester and year to

- the right of **Viewing**: and then change the semester and year when given the opportunity to do so.
- You will be presented with your class list
 - For each class, click Grade
 - Click Select course
 - Click either **Midterm** or **Final**
 - Click Continue
 - In the Grade column for each student, click the little down arrow for the drop down menu
 - Choose an A through F grade
 - If you are turning in a final grade, you will be presented with a the **Took Final Exam?** column. The default response is **Y**. change the drop down menu to **N** for each student who did NOT take the final exam
 - Click on Submit Grades and move on to your next class or close the window.
 - Do not close any window or browser unless you know the grades have been accepted
 - **You MAY NOT turn in IP as a grade.**
 - **You may ONLY turn in an I grade if Academic Affairs has already sent you a letter authorizing you to do so.**

Academic Appeals

A student has the right to appeal the validity of any regulation, rule, policy, requirement, or procedure as it applies to the individual student. Student dissatisfaction which results in an appeal may range from a simple disagreement over the interpretation and application of a departmental rule, to a more severe dispute over the application of a particular University regulation to the student's own situation, to a very serious charge of improper discrimination or violation of constitutionally guaranteed rights.

The University has a uniform appeal procedure to be followed for all appeals. Two exceptions are the challenge of a traffic or parking summons or citation and grievances related to student employment. Details of the appeals process are outlined in the *Student Appeals* section of the current [catalog](#) on pages 54-55. Appeal of a final grade is included in these guidelines. Such an appeal must be initiated by the student within 30 days after the beginning of the next regular semester.

Course Auditing

A student may be admitted to classes as an auditor by obtaining written permission from her or his advisor, the appropriate division head, and the Vice Chancellor of Academic Affairs. Changes from "credit" to "audit" must be made prior to the deadline for adding courses or making section changes. Courses taken for "audit" do not count towards fulfilling the student's degree requirements, nor do they fulfill eligibility requirements for the receipt of financial aid.

Schedule Changes and Resignations

Up through the last day to add classes or change sections for a given semester, students who want to change their class schedule should first consult with their faculty advisor before making a schedule change using the myLSUE registration system. After the last day to add classes and up through the final date to drop or resign, schedule changes will be completed online using the myLSUE registration system that can be accessed by students over the Internet. The effective date of the schedule change is the date that the change is made by the student or her or his faculty advisor. This date will be used to determine whether or not the student has met the various deadlines specified in the current academic calendar. Students withdrawing from all courses in which they are registered must submit a written request to the Office of the Registrar.

The Office of Continuing Education will provide special assistance to off-campus students in making schedule changes or in resigning from the University if these students do not have access to Web-based or campus-based resources.

Student Conduct

The University's policy statement governing student conduct, the LSU Eunice Code of Student Conduct, is available at <http://www.lsu.edu/handbook/#code>. This document outlines expectations for student conduct and discusses student discipline issues. All student are expected to adhere to this code. Any student in violation of this code should be reported to the Director of Continuing Education and the Vice Chancellor for Student Affairs. Adjunct faculty members may include the Code in their syllabi or reference the Web address and state that the policy applies to the conduct of the class.

Evaluation of Faculty

Adjunct faculty are evaluated according to the ***Evaluation of Part-time Faculty Teaching Performance*** guidelines, the ***Self-Assessment: Evaluation Criteria for Part-time Faculty***, and the ***Part-time Faculty Survey of Instructional Practices***. During the semester, the Director of Continuing Education or designee visits teaching sites and classrooms to observe adjunct instructors and their classes. The completed form is presented to the adjunct faculty member who has an opportunity to discuss any aspect of the process with the evaluator and to add her or his comments. The adjunct faculty member receives a copy of the completed form and the evaluation is kept on file in the Office of Continuing Education.

Students are given the opportunity to evaluate the course and the instruction. Student evaluations often provide the instructor with helpful insights and comments which may be incorporated into ongoing improved course design. Individual students are not identified on the evaluation forms. Faculty members receive results from the evaluations during the semester following administration of the evaluation.

The student course evaluation process is a collaborative effort of the academic divisions, the Office of Academic Affairs, and the Office of Information Technology. The evaluation forms will be provided to faculty members by their respective divisions during the semester. All evaluations should be administered within the final three weeks of the semester. Complete instructions for administration of the survey are included with the evaluation forms.

Student Support Services

Student support services are available to off-campus students. Though adjunct faculty are not directly responsible for providing such services, they should be knowledgeable so they can make appropriate student referrals.

Academic Advising

The academic advising activities of adjunct faculty are normally confined to course-related matters. To accommodate students' needs in after-hours and off-campus classes, the faculty members should publish the time(s) during which they are available to discuss course-related problems with their students, either face-to-face, by telephone, or by electronic mail.

Financial Aid

LSU Eunice offers a broad program of financial aid to students who need assistance in order to attend college. The program is administered through the LSU Eunice Office of Financial Aid. Aid is available in the form of grants, loans, student employment, and scholarships. During off-campus registrations, students will have an opportunity to discuss the various aspects of financial aid with University personnel. Additional information may be obtained from the Office of Financial Aid during regular campus hours of operation.

Professional Counseling

Professional counseling services relative to the educational, vocational, and personal needs of students are available through the Office of Student Affairs. Services are available upon request.

Veterans' Affairs

Students with questions about veterans' benefits should be directed to the Office of Student Affairs for services.