THE UNIVERSITY OF NORTH CAROLINA ASHEVILLE

FACULTY SENATE

Senate Document Number   SD7324S

Date of Senate Approval   05/02/2024

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Statement of Faculty Senate Action:

APC 61:   **Revise Academic Policy Related to Alerts and**
                                     Clarity of Timing of Evaluation of Student Work

The document below was passed unanimously by FWDC on February 22, 2024.
This document does not change the UNCA catalog. However, it revises the academic policy related to Academic Alerts as previously established by **SD4220S**.

The revisions to the Academic Alerts policy are based on the mandates in UNC Policy Manual Chapter 400.1.5 Regulations Related to Fostering Undergraduate Student Success, our implementation of CIVITAS as the primary platform for entering alerts. CIVITAS provides the campus with plenty of opportunities to address UNC Policy Manual Chapter 400.1.5 Regulations Related to Fostering Undergraduate Student Success, which requires all institutions to use and **regularly improve** an Early Alert system.The guidelines therein state that, at a minimum, our institution is to monitor "all first time and transfer students, sophomores, student athletes, students on academic warning or probation, students whose semester or term GPA is less than 2.0, students returning from academic suspension or academic dismissal, and other at-risk populations as determined by the campus." Due to the setup of CIVITAS, We now have a variety of different tools to meet those requirements, with Academic Alerts now being one of those tools. whereas before CIVITAS they were the main tool for meeting those requirements.

The update to the Academic Alerts policy alongside more clarity about the timing of evaluation of student work and alignment between the UNCA catalog and UNCA faculty handbook will provide students with timely feedback on their academic progress and performance. At the same time moving from mandatory Academic Alerts for all students to Academic Alerts for students who experience academic challenges has already improved faculty's experience with entering and responding to Academic Alerts. While Academic Alerts are no longer mandatory, they are strongly encouraged as part of our student success and support efforts and we have a majority of faculty actively engaged in entering Academic Alerts every semester.

Effective Date: Immediately

Summary: This document seeks to bring the UNCA Faculty Handbook in alignment with the existing language in the UNCA catalog (p.48) related to expectations regarding the timing of evaluations of students, especially in relation to the withdrawal deadline, and include recommended time frames for those evaluations. It also seeks to update the language related to Academic Indicators to bring it in alignment with the language in the CIVITAS platform used for these indicators. Finally, it seeks to update information regarding the posting of grades, returning student work, and final examinations to align the handbook with current practices.

Rationale: It is important that we communicate clearly and uniformly about expectations for students and faculty and the UNCA catalog and faculty handbook need to be in alignment. They also need to reflect the actual ongoing practices on campus, so these revisions seek to accurately reflect current practices as well as recommendations for best practices. Providing timely feedback on students' progress in a given class with regard to stated student learning outcomes and grading components, empowers students to understand the impact of their efforts and make timely decisions related to coursework and continued enrollment in a course.

Revise Document as follows:

5.2.1 Evaluating Students

Prohibited Conduct (The Code c, UNC Policy Manual)

It is misconduct, subject to disciplinary action, for a University employee, incident to any instructional, research, administrative or other University employment responsibility or authority, to evaluate or supervise any enrolled student of the institution with whom he or she has an amorous relationship or to whom he or she is related by blood, law or marriage.

~~Evaluation Prior to Official Withdrawal Date~~ Timing of Evaluation of Student Work

Instructors should share the results of at least one assessment with students by the end of week 5 of the semester. At least one additional assessment outcome should be communicated to students by the end of week 8 of the semester, so students can accurately understand and reflect on their academic progress in their courses ~~P~~rior to the official withdrawal date on the Friday of week 9 of the semester. ~~instructors must provide students with an evaluation of their performance;~~Assessment outcomes can be determined via ~~this may be through~~ test grades or other appropriate evaluation technique~~s~~. This timeline should be adjusted accordingly for shorter term courses, such that at least two assessments are communicated to students prior to the withdrawal date of that term.

5.2.1.1 Entering Academic ~~Indicators~~ Alerts, Reporting Grades and Returning Student Work ([SD4220S](#))

Entering Academic ~~Indicators~~ Alerts

Academic Alerts serve as a supplement to the direct communication between instructors and students and as a way to document and recognize students' performance in class for their academic advisor and the Office of Academic Advising during the semester. ~~Indicators~~

Alerts may be submitted at any time during the semester and instructors have the option to follow up by submitting additional alerts if they choose to do so. Alerts submitted during the semester can identify struggling students so that ~~both~~ the instructor, assigned advisors, and the ~~advising staff of the Academic Success Center~~ Student Success Specialists team can connect them with appropriate campus resources; ~~they can also recognize students who are performing well. By the end of the sixth week~~, Instructors of all classes ~~are required~~ should ~~to~~ enter academic ~~indicators~~ alerts for any ~~all~~ student about whose performance they are concerned via their OnePort account. Faculty members needing additional information on this process should contact the Academic Success Center.

Entering Final Grades

Instructors enter final grades online via their OnePort account for all courses for which they are listed as instructor. Grades must be entered by the published deadlines. Faculty members needing additional information on entering grades should contact the Registrar's Office.

Posting of Grades and Returning Student Work (VCAA, 1987)

~~Because of~~ In accordance with the Family Education Rights and Privacy Act of 1974~~, also known as~~ (FERPA), the public posting of grades is prohibited ~~can place a faculty member~~ and puts the University in legal jeopardy. ~~According to the American Association of Collegiate Registrars' 2010 FERPA Guide, faculty members should not post grades in a public location (including a faculty member's office door) "unless identification of students is impossible and the grades are listed in random order." Grades cannot be posted using names, student ID#s, or social security numbers. If you wish to post grades in a public space, the only acceptable procedure is to assign students in your class a random number known to only you and the student. You must sort the random numbers so that students' identities cannot be inferred based on an alphabetic listing of the random numbers.~~

Recommendations

Student work should be returned in a timely manner and include formative feedback aligned with the scope of the assignment. Grades should be provided to students confidentially and in a manner that enables them to understand their academic progress. Instructors should record grades in a format easily shareable with the department chair in case of an emergency.

5.2.1.2 Final Examinations Policy (SD3782) (edited by VCAA, 2007)

Final Examinations and Evaluations

A week at the end of each regular semester is reserved for final examinations and serves as part of the required instructional days for that course. Classes are expected to meet for their designated exam period during which an exam or other form of evaluation/reflection may be given. The final exam schedule will be published by the beginning of the term. Final examination dates should be posted as part of the tentative class schedule on the syllabus.

The final exam schedule for each semester is available at https://registrar.unca.edu/schedule-classes-and-exams

1. ~~Exams are scheduled the last week of each semester.~~
2. Courses in the MWF mode have exams scheduled on M, W, or F. Courses in the T, Th mode have exams on T or Th.
3. ~~Exams for courses at 6:00 p.m. or on Saturday are held in the usual class period.~~
4. Term I courses have their exams during the last class period.
5. A student may petition an instructor for an individual exam at a time and place to be arranged by the instructor.
6. The assigning of a comprehensive final examination is optional. However, each member of the faculty is expected to use the assigned period for appropriate educational activities.
7. ~~Faculty members may excuse graduating seniors from taking final exams during the last semester of their program.~~
8. Infrequent evaluation is considered detrimental to learning. Hence, the final exam should not be the only criterion for a student's final grade.

5.5 Academic Administration

The ~~Office of Academic Administration~~ Academic Success Center is located ~~in OneStop~~ on the bottom level of Ramsey Library. The Registrar's Office coordinates the construction of department/program class schedules, the scheduling of classrooms and the maintenance of class and advisee records on the OnePort system (see Section 3.1.4.5).

Information about the academic calendar, schedule of classes and the final exam schedule ~~and the schedule for late start of classes,~~ is available at https://registrar.unca.edu/.

Academic Success Center Services:

- Advising ~~& Learning Support~~
- Registrar's Office
- OnePort & Registration
- ~~Study Abroad~~
- Writing Center & Learning Support