

# Students & Enrollment

<b>Canvas</b>	<b>1</b>
<b>Syllabus</b>	<b>2</b>
<b>Placement Testing</b>	<b>5</b>
<b>Graduate Students in Undergraduate Classes</b>	<b>6</b>
<b>Class Rolls--Shaun</b>	<b>6</b>
<b>Permission Codes &amp; Waitlists</b>	<b>7</b>
<b>Academic Calendar Deadlines</b>	<b>8</b>
Late Add Process for Classes	9
<b>Submitting Grades and Grade Change Forms</b>	<b>9</b>
<b>Academic Advising</b>	<b>10</b>
Info for Students	10
Info for Instructors	11
<b>Classroom Evaluations - Questions.--Shaun</b>	<b>11</b>
<b>Appendix A: Important University Policies</b>	<b>11</b>
Policy 6-400: Section IV: Student Academic Performance	11
B. Appeals Process	11
Policy 6-400: Section V: Student Academic Conduct	12
Standards of Academic Conduct	12
Academic Misconduct	12
Dean of Students - Behavioral Intervention Team (BIT)	13
<b>Appendix B: Director of Undergraduate Studies, Dr. Alexis Christensen</b>	<b>14</b>

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## Canvas

Canvas is the learning management system (LMS) used by the World Languages and Cultures Department and broadly at the University of Utah. You will use Canvas to manage your courses outside the classroom. Specifically, Canvas should be used for:

- Communicating with your entire class at once (via Announcements or Messaging)

- Communicating with an individual or group of students
- Grading
- Maintaining the class schedule
- Giving students access to the class syllabus
- Homework assignments (can be turned in on Canvas or on paper)
- Quizzes and tests (can be administered on Canvas or on paper in class)
- Etc.

To access your Canvas course, log into CIS at [cis.utah.edu](http://cis.utah.edu) and find the “Canvas Login” tile. On the left-side menu, you can change your Canvas account settings (Account), access your Dashboard (which can be customized to show only the classes you want), see a list of all your past and present classes (Courses), and access your Canvas inbox (Inbox).

To get to a specific class’s Canvas site, click on the course in your Dashboard or on your list of courses. Please consider familiarizing yourself with Canvas’s functions and set up your class in Canvas before the first day of instruction. Students are used to using Canvas and will appreciate it if you show some capability with it. At the very least, students will be looking for the syllabus, schedule, assignments, and grades to be posted on Canvas.

If you need help with Canvas, there are several options:

- Ask a colleague
- Ask the front office staff (executive secretary, academic advisor, administrator)
- Your most knowledgeable source is Course Support from Teaching & Learning Technologies: [https://tlt.utah.edu/course\\_support.php](https://tlt.utah.edu/course_support.php)
  - Put in a help request
  - Get a consultation for Canvas training, general advice, or advice on how to design a course in Canvas
- Online resources (also check out YouTube and other sites)
  - Self-paced Instructor Orientation course from Instructure (the owner of Canvas): <https://training.instructure.com/courses/179444/modules>
  - Canvas Help Community: <https://community.canvaslms.com/>
  - Canvas instructor guides: <https://community.canvaslms.com/docs/DOC-10460-canvas-instructor-guide-table-of-contents>

## Syllabus

### University of Utah Policies & Syllabi Required Content

**These four items are required on all syllabi:**

**The Americans with Disabilities Act.** The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 801-581-5020. CDS will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in an alternative format with prior notification to the Center for Disability Services.

**Contact Information for Title IX Coordinator.** Sherrie Hayashi, Title IX Coordinator; (801) 581-8365; fax (801) 585-5745; [sherrie.hayashi@utah.edu](mailto:sherrie.hayashi@utah.edu); Room 112, Building 73.

**Safety Statement.** “The University of Utah values the safety of all campus community members. To report suspicious activity or to request a courtesy escort, call campus police at 801-585-COPS (801-585-2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit [safeu.utah.edu](http://safeu.utah.edu).”

**Diversity & Equity Statement.** The Department of World Languages and Cultures values students from diverse backgrounds and perspectives. We fully endorse university policies prohibiting sexual harassment as well as discrimination on the basis of race, ethnicity, immigration status, color, disability, religion, age, sex, gender identity, sexual orientation, and/or socio-economic status. It is our intent that the diversity that students bring to this class be viewed as a resource, strength and benefit. To that end, we expect that all students treat each other with dignity and respect.

**Strongly Recommended Content:**

**Addressing Sexual Misconduct.** Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran’s status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).

**Student Names & Personal Pronouns.** Class rosters are provided to the instructor with the student’s legal name as well as “Preferred first name” (if previously entered by you in the

Student Profile section of your CIS account). While CIS refers to this as merely a preference, I will honor you by referring to you with the name and pronoun that feels best for you in class, on papers, exams, group projects, etc. Please advise me of any name or pronoun changes (and update CIS) so I can help create a learning environment in which you, your name, and your pronoun will be respected. If you need assistance getting your preferred name on your UIDcard, please visit the LGBT Resource Center Room 409 in the Olpin Union Building, or email [bpeacock@sa.utah.edu](mailto:bpeacock@sa.utah.edu) to schedule a time to drop by. The LGBT Resource Center hours are M-F 8am-5pm, and 8am-6pm on Tuesdays.

**Plagiarism Software Policy, (if you elect to use Turnitin.com *vel sim*).** I have elected to use a plagiarism detection service in this course, in which case you will be required to submit your paper to such a service as part of your assignment.

**Suggested Content:**

- **Drop/Add** - Policy 6-100.III.G.5
- **Student Code** - Policy 6-400 (<https://regulations.utah.edu/academics/6-400.php>)
  - **Section III - Student Behavior** - disruption, harassment, etc.
  - **Section IV - Student Academic Performance** - cheating, plagiarism, etc.
- **Accommodations**  
(<https://academic-affairs.utah.edu/wp-content/uploads/sites/3/2015/03/accommodations-policy-background.pdf>)
- **Attendance:** students who must be absent from class for University activities or religious obligations are permitted to make up assignments and examinations.
- **Content:** modifications of otherwise applicable reading, writing, viewing or performing requirements – are subject to the discretion of the instructor; instructors may deny accommodation requests as long as the subject course requirement has a reasonable relationship to a legitimate pedagogical goal. Instructors may grant content accommodation requests after considering the difficulty of administering an accommodation; the burden on the student’s sincerely-held beliefs; the importance of the particular requirement to the course; and only if there is a reasonable alternative means of satisfying the curricular objective. Under the policy, students are required to make content accommodation requests during the first two weeks of the semester unless the student could not have known of the conflict during that time. Denial of a content accommodation request may be appealed to the Dean who will only overturn an instructor’s decision if it was arbitrary and capricious.

**Resources:** [n.b. these files will likely appear in your Downloads file on your computer if you click through the links listed here]

Must allow make up work for prior notice of official university activities, government obligations/military, religious holidays.

Accommodations Policy:

<https://academic-affairs.utah.edu/wp-content/uploads/sites/3/2015/03/accommodations-policy.pdf>

Accommodations Policy Background:

<https://academic-affairs.utah.edu/wp-content/uploads/sites/3/2015/03/accommodations-policy-background.pdf>

Accommodations Policy:

<https://academic-affairs.utah.edu/wp-content/uploads/sites/3/2015/03/accommodations-policy.pdf>

Accommodations Policy Review 2008:

[https://regulations.utah.edu/academics/appendices\\_6/6-100\\_Accom\\_Policy\\_%20Review.pdf](https://regulations.utah.edu/academics/appendices_6/6-100_Accom_Policy_%20Review.pdf)

Content Accommodation Student Request Form:

<https://academic-affairs.utah.edu/wp-content/uploads/sites/3/2015/03/accommodations-student-request-form.pdf>

CLTE “Designing a Course Syllabus,” <https://ctle.utah.edu/resources/syllabus.php> - includes syllabus template

CTLE “Syllabus Checklist,”

<https://ctle.utah.edu/resources/pdfs/Syllabus%20Checklist2.pdf> - includes sample language for many sections of the syllabus and relevant policy numbers

Policy 6-100: Instruction and Evaluation:

<https://regulations.utah.edu/academics/6-100.php>

Policy 6-400: Code of Student Rights and Responsibilities (“Student Code”):

<https://regulations.utah.edu/academics/6-400.php>

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## Placement Testing

Please inform students about the Language Placement Test. Reasons for taking placement test include:

- Testing into the correct course for their language level (1010, 1020, 2010, 2020, or 3000+ level)
- Fulfilling their BA Language Requirement<sup>1</sup> by testing into the 3000+ level **and** 1) taking a 3000+ level class, passing with a C-/CR or higher grade, **or** 2) purchasing the lower-division credits (up to 16) to fulfill the BA Language Requirement without having to take a language class
- Purchasing lower-division language credits (up to 16) to add to their overall credit requirement<sup>2</sup> by testing into the 3000+ level (these students do not necessarily have to fulfill their BA Language Requirement)

Instructions for students on how to take a Language Placement Test can be found on our website: [languages.utah.edu](http://languages.utah.edu) → Language Requirements → Language Placement Testing.

The WLC Department offers in-house Language Placement Tests for Arabic, Chinese (Mandarin), French, German, Italian, Japanese, and Spanish.

For all other languages, please have the student contact [wlc-advising@utah.edu](mailto:wlc-advising@utah.edu) to explain their language background and figure out next steps for placement into a WLC course or fulfilling their BA Language Requirement.

## Graduate Students in Undergraduate Classes

Graduate students are not permitted to *enroll* in undergraduate courses. However, many graduate students (from the WLC department and throughout the university) may not be at a level high enough to enroll in a graduate seminar.

In order to make it so these students can still *take* an undergraduate level language class but maintain their *enrollment* under a graduate number, we have these students register under a 7300 number. All languages will have a registration option to enroll under a 7300 number; if there is not a 7300 “Grad Lang Study” course under the language you teach, please contact [wlc-advising@utah.edu](mailto:wlc-advising@utah.edu).

A graduate student should register under the 7300 number, pick the undergraduate language course they wish to attend, and notify the instructor before or on the first day of class that they

<sup>1</sup> The BA Language Requirement is a graduation requirement for all University of Utah students who are completing a Bachelor of Arts (as opposed to a Bachelor of Science). This requirement requires students to demonstrate language proficiency above the 2020 (fourth semester of college language classes) level.

<sup>2</sup> All University of Utah students must complete 122 semester credit hours in order to graduate.

are a graduate student registered under 7300. The instructor will then need to manually add a graduate student section to Canvas.

If the instructor manually adds the student to the Canvas page, Canvas will eventually kick the student out of the page because they do not officially appear on the class roll. In order to add a graduate section to your Canvas page, follow these steps:

In Canvas, go to:

- Settings
- Sections
- Add new section (maybe title it “grad students”)
- People
- Add student to grad section

If you are still having issues adding the student to the page, contact TLT at [classhelp@utah.edu](mailto:classhelp@utah.edu).

When grading your 7300 students, please email the final grade to [wlcgraduatestudies@utah.edu](mailto:wlcgraduatestudies@utah.edu) for our graduate advisor to post the grade; you may not have access to the 7300 class roster.

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## Class Rolls

In a Canvas course site, there are two places to view the roster of site participants: the People page and the Photo Roster. Both lists are updated four times per day with any changes coming from the Registrar's enrollment database.

## People

The People page displays basic information about the participants in your course.

**1** Everyone    Groups    Project Groups    + Group Set

Search people    All Roles    + People

**2**

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity	
Emily Boone	emily.boone.canvas@gmail.com		History 101	Student	Feb 10 at 11:38am	11:29:34	⚙️
Jessica Doe	jessica.doe.canvas@gmail.com		History 101	Student	Feb 1 at 12:17pm	09:30:58	⚙️
Conrad Johnson	c.johnson.canvas@gmail.com			Observing: Max Johnson			⚙️
Max Johnson	max.johnson.canvas@gmail.com		History 101	Student	Jan 19 at 5:19pm	02:00	⚙️
Bruce Jones	bruce.jones.canvas@gmail.com		History 101	Student	Feb 1 at 12:18pm	04:15	⚙️
Doug Roberts	doug.roberts.canvas@gmail.com		History 101	Teacher	Feb 11 at 3:17pm	44:18:18	⚙️
Joe Rogers	joe.rogers.canvas@gmail.com		History 101	Student	Jan 14 at 8:29pm	05:47	⚙️
Bill Sanderson	bill.sanderson.canvas@gmail.com			Observing: Nora Sanderson		11:54	⚙️
Nora Sanderson	nora.sanderson.canvas@gmail.com		History 101	Student	Jan 14 at 8:37pm	06:33	⚙️
Jane Smith	jane.smith.canvas@gmail.com		History 101	Student	Feb 8 at 11:43am	06:29	⚙️
Canvas TA	canvasta@gmail.com		History 101	TA	Feb 8 at 12:11pm	31:02	⚙️

**3**

- View User Groups
- View Prior Enrollments
- View Registered Services
- Student Interactions Report

The page is designed with global settings at the top of the page, with tabs for Everyone and any Groups you have created followed by the generated user data in the body of the page. The sidebar also includes additional settings to access user information.

For very large classes, you can use the Search function to locate specific participants or to restrict the display to a particular role (student, TA, auditor, etc.).

## Managing Participants

On the far right of each participant's row, you'll find a gear icon that provides options for managing users' status in the class and for tracking a user's activities in the site:

	<b>Bruce Jones</b> bruce.jones.canvas@gmail.com	History 101	Student	Jan 14 at 8:09pm	04:15	
	<b>Doug Roberts</b> doug.roberts.canvas@gmail.com	History 101	Teacher Observing: nobody	Mar 31 at 10:34am		
	<b>Joe Rogers</b> joe.rogers.canvas@gmail.com	History 101	Student	Mar 29 at 3:38pm		
	<b>Bill Sanderson</b> bill.sanderson.canvas@gmail.com		Observing: Nora Sanderson			
	<b>Nora Sanderson</b> nora.sanderson.canvas@gmail.com	History 101	Student	Mar 23 at 9:29am		
	<b>Jane Smith</b> jane.smith.canvas@gmail.com	History 101	Student	Mar 29 at 3:41pm	23:42	

 **Resend Invitation**

 **Edit Sections**

 **Edit Role**

 **User Details**

**Deactivate User**

 **Remove From Course**

 **Analytics**

**Important:** Do NOT select the "Remove From Course" option, since this will also delete all of the participants' data from the site. If you need to block a participant's access, please select "Deactivate User" instead, which will not result in loss of the student data.

Additional information on the functions of the People page is available in Canvas Help: [r](#)

## Photo Roster

The Photo Roster tool provides additional information about students in your class, including:

- Official student ID photo
- Graduating class year
- Academic major
- Email address
- UNID

Spring 2016

Overview Pictures

Home **Pictures: ARBC 140 01 / ARBC 502 01(S16)** Print

Announcements **View** All Available **Participants**

Assignments  **Find** **Clear** Currently showing 22 participants  
(1 in Auditor role, 3 in Instructor role, 18 in Student role)

Discussions **Hide Names** **View in Single Column**

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Attendance

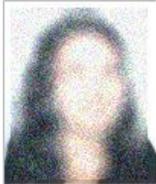
Course Reserves

Media Library

**Photo Roster**

Bluepulse

Settings

		
First name Last name Role: Student Class: 18 Major: Modern Middle Eastern Studies <a href="mailto:email.address@yale.edu">email.address@yale.edu</a> SID: 9118	First name Last name Role: Student Class: 18 Major: Global Affairs <a href="mailto:email.address@yale.edu">email.address@yale.edu</a> SID: 9139	First name Last name Role: Student Class: 16 Major: Business & Management <a href="mailto:email.address@yale.edu">email.address@yale.edu</a> SID: 9148
		
First name Last name Role: Student Class: 18 Major: Economics <a href="mailto:email.address@yale.edu">email.address@yale.edu</a> SID: 9157	First name Last name Role: Student Class: 19 Major: Undeclared <a href="mailto:email.address@yale.edu">email.address@yale.edu</a> SID: 9150	First name Last name Role: Student Class: 17 Major: Political Science <a href="mailto:email.address@yale.edu">email.address@yale.edu</a> SID: 9125

Instructors should be able to view the participant information, including the ID photos. Other administrators in the course site will not be able to see the photos, and students do not see any information in the tool at all. The UNID number (SID) is provided to help identify students whose preferred name is different from their legal name in the Registrar's systems. Canvas always displays the preferred name as a default. The UNID may be useful when entering final grades into the Registrar's grade submission application: although there may be a difference in the name, the student's UNID will be consistent across systems.

A print view of the Photo Roster is available, as is the ability to hide the student names (if you want to test your own memory).

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## Permission Codes & Waitlists

Generally, students may register for the WLC courses they want without a permission code. They simply look up the class number in the schedule for the appropriate semester and use that in Campus Information Services (CIS) to register.

Instructors may choose whether or not to enable their class with a waitlist. If the class has a waitlist, any students who try to enroll but were not within the first students to register (up until the enrollment cap) have the option to waitlist the class. These students will be automatically registered for the class as space becomes available (i.e. registered students drop the class).

If the class does not have a waitlist enabled, students may register without a Permission Code as space is available, or with a Permission Code if the class has reached its enrollment cap.

The waitlist only functions through the first week or so of the semester (check the exact date on the Academic Calendar). After that, the waitlist disappears and students will have to use a Permission Code to register for the class.

Some courses require a Permission Code (sometimes also called an Add Code or Permission Number) in order to register for them. There are several reasons courses may require a Permission Code, including (but not limited to):

- The waitlist period is over but the add/drop deadline has not passed
- The course has a computer-enforced prerequisite (put in place by the department administering the course; in our department, Korean courses have computer-enforced prerequisites)
- The course is already full, and the instructor would like the student to be able to add the course if there is no waitlist option or if the instructor would like the student to bypass the waitlist
- The student is an undergraduate registering for a graduate-level course

As an instructor in the WLC Department, you are responsible for giving out Permission Codes as needed to students. In order to access the Permission Codes (which are unique to your class and section) you will access a uBox folder. You will be notified via Umail once the uBox folder has been populated with the next semester's Permission Codes.

To access the uBox folder, you will first have to click on this link:

<https://uofu.box.com/s/63jm90iybjw9nap9769td6pyh9787k2p>

Once you sign in with your uNID and password, you will be taken to the folder to be able to locate your specific Permission Codes. It is recommended that you download the Permission Codes so you can keep track of which ones you have given out (either by hand or in a computer file). These Permission Codes will change for every class you teach, so be sure to access the Permission Codes for the correct term. See the tutorial document called “How to Access WLC Permission Codes.”

Each Permission Code is unique and once it is used by a student, it cannot be used again. Only give out one Permission Code per student. If the student has a problem using the Permission Code and is not able to register, they can:

- Get another Permission Code from you (you can try to give them another unused Permission Code in case that works)
- Contact our front office (executive secretary, academic advisor or administrator) to troubleshoot
- Contact the Registrar’s Office
- Contact University IT

Be careful when giving out Permission Codes. Be sure that you want the student in the class, because once they have the Permission Code they may register and do not have to drop the class for any reason. Remember that Permission Codes override the class being full, any waitlist that exists, the student having a time conflict with another class, and the student not having the proper background/prerequisites to succeed in the course, among other circumstances.

For more information on Permission Codes, see:

- <https://registrar.utah.edu/register/permission-numbers-requests.php>
- <https://registrar.utah.edu/register/faqs-adding-classes.php>

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## Academic Calendar Deadlines

The Academic Calendar has all the important dates and deadlines for administrative processes for each term. Make sure that you are looking at the Academic Calendar for the current term.

The Academic Calendar can be accessed here:

<https://registrar.utah.edu/Catalog-schedules.php> → Academic Calendar.

Important dates available on the Academic Calendar include, but are not limited to:

- Class schedule & registration dates available
- Deadline to apply for graduation

- Open enrollment
- Tuition payment due
- **Grades due**
- Classes begin & end
- Last day to wait list, add without a permission code, withdraw from classes
- Last day to add, drop (delete), elect CR/NC<sup>3</sup>, or audit classes
- Reading day (the day in between classes ending and the final exam period starting, on which no events or deadlines may be scheduled)
- **Final exam period**
- Holidays

## Late Add Process for Classes

After the designated “Last day to add, drop (delete), elect CR/NC, or audit classes” date on the Academic Calendar, students may still add a class by going through the Late Add process with the Registrar’s Office.

After the 14th calendar day of the term through the census deadline, the signature of the instructor is required to add a course. (Green Late Add form)

After the census deadline, signatures of the instructor, department chair, and college dean, as well as payment of tuition and fees are required to add a course. A late fee of \$50 will be assessed per class. (Yellow Late Add form) If students have not previously registered for the term, registration for first session and term length classes is not permitted after the census date.

Please direct students to this Registrar’s Office webpage, and refer to it for more information:  
<https://registrar.utah.edu/handbook/lateadd.php>

## Submitting Grades and Grade Change Forms

First time using e-grading? Please reference this pdf from the Registrar’s Office:  
[https://registrar.utah.edu/\\_pdf/egrade-manual.pdf](https://registrar.utah.edu/_pdf/egrade-manual.pdf)

Please see this webpage from the Registrar’s Office for additional information:  
<https://registrar.utah.edu/faculty/egrade.php>

<sup>3</sup> CR/NC is the University of Utah’s grading policy by which students are assessed “Credit” or “No Credit” instead of a traditional letter grade. This term may be used interchangeably with “Pass/Fail” but is not the same. The U does not have a separate “Pass/Fail” grading policy.

For e-grading help please contact the Student Systems Office at: [studentsystems@sa.utah.edu](mailto:studentsystems@sa.utah.edu)

If you are grading a graduate student who is enrolled in a 7300 number but is attending your undergraduate student, you may not have access to submit their grade. Please email our graduate advisor at [wlcgraduatestudies@utah.edu](mailto:wlcgraduatestudies@utah.edu) to submit the grade at least 2 days prior to the grading deadline.

From the Registrar's Office webpage FAQ:

### **How do I change a grade for one of my students?**

A "Report of Credit/Change in Final Grade form" is required to change a student's grade after one has been posted. Forms are available in your departmental office or with staff/faculty ID at the Registrar's Office window. The Department Chairperson's signature is required when removing an incomplete or assigning a grade for a student.

### **What happens if I don't post my grades by the deadline? / How do I report grades for my students after the Grading deadline?**

You will be required to submit a Report of Credit to the Registrar's Office for each student in your class.

A "Report of Credit/Change in Final Grade form" is required to report each student's grade after grades are due. Forms are available in your departmental office or with staff/faculty ID at the Registrar's Office window. The Department Chairperson's signature is not required when removing an incomplete or assigning a grade for a student.

However, per [University Policy 6-100](#), when no grade is entered for any person listed in a final grade report, the Registrar shall record an "EU" for that person. At this point, the Department Chairperson's signature is required.

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## Academic Advising

### Info for Students

Please encourage your students to email or meet with the WLC's Academic Advisors. We can help your students decide which classes to take next, determine if minoring/majoring in their

language would be a good idea for them, and other decisions. We can connect students to campus resources that their instructors may be unaware of.

The easiest way for students to get in contact with the advisors is to email [wlc-advising@utah.edu](mailto:wlc-advising@utah.edu). This inbox is monitored by our Academic Advisors.

Students can also set up phone or video chat appointments with Academic Advisors by going to our website ([languages.utah.edu](http://languages.utah.edu)) → click on Academic Advising → click on “Book Now.” This is the only way for students to schedule appointments (we do not take appointment requests by phone, email, or walk-in).

Finally, students may come into the office or call our office without an appointment for “Quick Answer Advising.” Our executive secretary and work-study front desk workers are empowered to answer students’ questions and declare them in a major or minor. If the student still has questions that need to be answered by an Academic Advisor, the Quick Answer Advisor can follow up.

## Info for Instructors

As instructors, you may have questions to direct to our Academic Advisors. Please feel free to ask! You may email [wlc-advising@utah.edu](mailto:wlc-advising@utah.edu) (the easiest way), or stop by or call our offices.

The Academic Advisors have created a resource for instructors on our website ([languages.utah.edu](http://languages.utah.edu) → Menu → Faculty Advising Corner). Please check FAC for the answer to your question before asking an Academic Advisor. You may also request that certain information be added to the FAC; please let an Academic Advisor know.

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# STUDENT COURSE FEEDBACK

Your students will complete an online evaluation of you. These evaluations are meant for you to improve your course and teaching techniques, as well as a tool for administration to determine retention and action needed for the course. Student Course Feedback (SCF) is managed out of the Center for Teaching & Learning Excellence (CTLE) and uses SmartEvals, a third-party vendor, to deliver course feedback surveys to students and to distribute results to departments and instructors.

## STANDARD SCF SURVEY QUESTIONS

The following are the Standard Student Course Feedback Survey Questions, evaluated on a scale of 1 (Strongly Disagree) to 6 (Strongly Agree). For a sample survey, please click here:

<https://www.smartevals.com/student/evaluation2.aspx?p=t&t=q&s=334&d=9806>

#### ABOUT THE COURSE

1. The course objectives were clearly stated.
2. The course objectives were met.
3. The course content was well organized.
4. The course materials were helpful in meeting course objectives.
5. Assignments and exams reflected what was covered in the course.
6. I learned a great deal in this course.
7. Overall, this was an effective course.

#### FREE RESPONSE

1. List two things about the course content, materials or design that were effective for your learning, or make constructive suggestions for improvement.

#### ABOUT THE INSTRUCTOR

1. The instructor was organized.
2. The instructor presented course content effectively.
3. The instructor created/supported a classroom environment that was respectful.
4. The instructor demonstrated thorough knowledge of the subject.
5. As appropriate, the instructor encouraged questions and opinions.
6. The instructor was available for consultation with students.
7. Overall, this was an effective instructor.

#### FREE RESPONSE

1. List two things about this instructor that were effective for your learning, or make constructive suggestions for improvement.

#### VIEW SCF RESULTS

Access SmartEvals at <http://ctle.utah.edu/scf/login>. You may be asked to watch a "Tutorial Video." You can either watch the video, or click the "Skip" or "Skip Permanently" button.

Your courses are organized by year with your most recent courses at the top. Find the course for which you would like to view a report and click on the pie chart icon labeled "See Reports."

## REPORT TERMINOLOGY

Pictured below is a sample student course feedback (SCF) report for a Summer 2013 course. Explanations are given below the picture for terms marked with red numbers.

Question Text	N	RR	My Avg	COMM Avg	COMM SU13	Div Avg	Div SU13	Sch Avg	Sch SU13	Str Disagr	Disagr	Mild Disagr	Mild Agree	Agree	Str Agree
10 Grp Instructor Questions ( 11 )			5.57	5.34	5.40	5.33	5.30	5.41	5.44						
Grp Course Questions			5.47	5.18	5.28	5.19	5.22	5.30	5.34						
1 ◊ Objectives clearly stated	25	71%	5.48	5.24	5.32	5.25	5.23	5.23	5.26	4%	(1)			32%	64%
2 ◊ Objectives met	25	71%	5.48	5.24	5.33	5.23	5.25	5.20	5.25	4%	(1)			32%	64%
3 ◊ Content well-organized	25	71%	5.48	5.16	5.25	5.15	5.19	5.12	5.20	4%	(1)			32%	64%

- Numbers in this column refer to the number of students who completed the survey question.
- RR** (Response Rate) refers to the percentage of students from the course who filled out the survey question.
- My AVG** is the average response from the course survey, on a 1-6 scale. 1 correlates to Strongly Disagree, with 6 correlating to Strongly Agree.
- COMM AVG** is the overall average for the department across all semesters.
- COMM SU13** is the department's average for that particular semester, i.e., Summer 2013.
- DIV AVG** is the college's average across all semesters
- DIV SU13** is the college's average for that particular semester.
- SCH AVG** is the University's average for all semesters.
- SCH SU13** is the University's average for the listed semester.
- GRP** refers to the two different groups of questions students are asked. "GRP Instructor Questions" is a composite average of the seven standard instructor

questions. "GRP Course Questions" is a composite average of the seven standard course questions.

11. Your last name will appear here. Questions asked related to you will also have your last name. These questions factor into the average for Instructor-related Questions on the survey.

## UNDERSTAND SCF RESULTS

### MEET WITH A CTLE CONSULTANT

Request one of CTLE Higher-Education Instructional Consultants or Graduate Fellows to review your SCF report. They will meet with you to go over your SCF results individually, offering suggestions for improvement in future semesters. Click here to request a meeting with a CTLE consultant

<https://umarket.utah.edu/ctle/Details.cfm?ProdID=46&category=5> .

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## Appendix A: Important University Policies

### Policy 6-400: Code of Student Rights and Responsibilities (“Student Code”)

<https://regulations.utah.edu/academics/6-400.php>

### Policy 6-400: Section IV: Student Academic Performance

#### B. Appeals Process

1. **A student who believes that an academic action taken in connection with Subsection A above is arbitrary or capricious should, within twenty (20) business days of notification of the academic action, discuss the academic action with the involved faculty member<sup>(4)</sup> and attempt to resolve the disagreement.** If the faculty member does not respond within ten (10) business days, if the student and faculty member are unable to resolve the disagreement, or if the faculty member fails to take the agreed upon action within ten (10) business days, the student may appeal the academic action in accordance with the following procedures. It is understood that all appeals and proceedings regarding academic actions will initiate with the faculty and administrators in the college or program

offering the course in question. If the course is cross-listed, appeals and proceedings shall take place with the faculty and administrators offering the section for which the student is registered.

1. Appeal to Chair of the Department or Dean's Designee<sup>(5)</sup>. Within forty (40) business days of notification of the academic action, the student shall appeal the academic action in writing to, and consult with, the chair of the relevant department regarding such academic action. Within fifteen (15) business days of consulting with the student, the chair shall notify the student and faculty member, in writing, of his/her determination of whether the academic action was arbitrary or capricious and of the basis for that decision. If the chair determines that the academic action was arbitrary or capricious, the chair shall take appropriate action to implement his/her decision unless the faculty member appeals the decision. If the chair fails to respond in fifteen (15) business days, the student may appeal to the Academic Appeals Committee.
2. Appeal to Academic Appeals Committee. If either party disagrees with the chair's decision, that party may appeal to the college's Academic Appeals Committee within fifteen (15) business days of notification of the chair's decision in accordance with the procedures set forth in Subsection C, below.

## Policy 6-400: Section V: Student Academic Conduct

### 1. Standards of Academic Conduct

In order to ensure that the highest standards of academic conduct are promoted and supported at the University, students must adhere to generally accepted standards of academic honesty, including but not limited to refraining from cheating, plagiarizing, research misconduct<sup>(7)</sup> misrepresenting one's work, and/or inappropriately collaborating.

### 2. Academic Misconduct

A student who engages in academic misconduct as defined in Part I.B. may be subject to academic sanctions including but not limited to a grade reduction, failing grade, probation, suspension or dismissal from the program or the University, or revocation of the student's degree or certificate. Sanctions may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.

1. Any person who observes or discovers academic misconduct by a student should file a written complaint with the faculty member responsible for the pertinent academic activity within thirty (30) business days of the date of discovery of the alleged violation.
2. A faculty member who discovers or receives a complaint of misconduct relating to an academic activity for which the faculty member is responsible shall take action under this code and impose an appropriate sanction for the misconduct.

3. **Upon receipt of a complaint or discovery of academic misconduct, the faculty member shall make reasonable efforts to discuss the alleged academic misconduct with the accused student no later than twenty (20) business days after receipt of the complaint, and give the student an opportunity to respond. Within ten (10) business days thereafter, the faculty member shall give the student written notice of the academic sanction, if any, to be taken and the student's right to appeal the academic sanction** to the Academic Appeals Committee for the college offering the course. Such sanctions may include requiring the student to rewrite a paper(s) or retake an exam(s), a grade reduction, a failing grade for the exercise, or a failing grade for the course<sup>(8)</sup>. In no event shall the academic sanction imposed by the faculty member be more severe than a failing grade for the course.
  4. If the faculty member imposes the sanction of a failing grade for the course, the faculty member shall, within ten (10) business days of imposing the sanction, notify in writing, the chair<sup>(9)</sup> of the student's home department<sup>(10)</sup> and the senior vice president for academic affairs or senior vice president for health sciences, as appropriate, of the academic misconduct and the circumstances which the faculty member believes support the imposition of a failing grade. If the sanction imposed by the faculty member is less than a failing grade for the course, the faculty member should report the misconduct to the dean or chair of the student's home department or college.<sup>(11)</sup> Each college shall develop a policy specifying the dean and/or the chair as the appropriate person to receive notice of sanctions less than a failing grade for the course.
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