



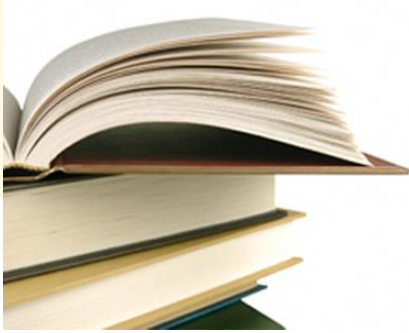
American  
University  
*of Armenia*

Հայաստանի  
Ամերիկյան  
Համալսարան

# Policies: What I need to know

## 2017 2018 New Faculty Orientation

January 15, 2018



# University Policies

[policies.aua.am](http://policies.aua.am)

*AUA's online database of policies*





No. We are not expected to memorize every policy.



But there are some...

# Important Policies

... that we will want to know.

Policies such as:

- Grade Policies
- Grade Appeal
- Credit Hour
- Student Code of Conduct
- Student Code of Ethics
- Faculty Office Hours



# Policies such as ...

- **Grade Policies** – including possible Grades, Grading modes, Grade Appeal, Course retake, Academic Standing
- **Credit Hour** – what exactly is a 3-credit course and what is the expected workload
- **Student Code of Conduct** – Expectations of student behavior, self-discipline, and good judgement
- **Student Code of Ethics** – Expectations of academic integrity
- **Faculty Office Hours** – Reasonable access



# Grade Policies

- Grades
  - Grade Change Form
  - Incomplete Grade Form
- Grading modes
- Grade Appeal
- Course retake
- Academic Standing



# Credit Hour

- Typically 15 weeks of instruction per semester.
- Each credit hour equals approximately **15 academic hours** of faculty-led instruction **plus** an additional **30 hours of out-of-class student work** per semester
- Approximately **3 hours per week**
- **A three-credit course = 9 hours per week**

What is the expected workload for your course?



# Student Code of Conduct

- Expectations of student behavior
- **Student Code of Conduct Violation Report** must be made in writing either to [CodeofConduct@aua.am](mailto:CodeofConduct@aua.am) or via physical correspondence addressed to Provost, Student Code of Conduct.
- Standing Committee on Student Conduct and Ethics





# Student Code of Ethics

- Academic Misconduct - Between a student and a course
- Faculty should seek advise of program chair and/or dean
- Oral warning; written warning; reduction in score in the academic evaluation involved or one of its components; retake of the academic evaluation involved or one of its components; failure in course
- Suspension; dismissal – imposed by the Provost only
- Faculty: **File a Violation of the Student Code of Ethics form**



# Faculty Office Hours

Reasonable access, guidance, mentoring, faculty-student interaction

*Teaching goes beyond the classroom. Faculty members are expected to provide students with **reasonable access** for questions and discussion – typically **two scheduled office hours per 3-credit course [per week]**. Office hours should include “by appointment” to accommodate students’ needs.*

Office hours and contact information should be included on course syllabi.



# Ethics and Grievance Committee

- **Non-anonymous** written complaint
- Brought by **any member** of the University community
- Violation of
  - Faculty or Staff Code of Conduct
  - Statement on Academic Freedom
  - Equal Opportunity and Non-discrimination in Employment
  - Sexual Harassment
  - Substance Abuse been violated by a faculty member
  - Confidentiality, personal integrity
- Appeals (Student)

[ethics@aua.am](mailto:ethics@aua.am)

