**Guidance on Common Procedures Related to First-Year Writing**

**Informal Grade Complaints**

If a student has questions about a grade in a course, or on a particular assignment, the following procedure is generally followed:

* Instructor makes an appointment and speaks with the student.
* If this resolves the issue, no further action is necessary.
* If this does not resolve the issue, the Instructor makes an appointment with the Coordinator of FYW to discuss the issue.
* After this discussion, the Instructor has the student make an appointment with FYW Coordinator.
* Formal grade complaints issues should be addressed to the SOC Director.

**Plagiarism Procedures**

If you believe a student has violated the Academic Integrity Policy, the following procedure is generally followed:

* Instructor documents the plagiarism by attaching evidence to a draft of the paper, clearly   
  marking offending passages in both the draft and the attached sources.
* Instructor contacts student directly, either in person or using a UCA e-mail account (bcc) FYW Coordinator on any e-mail exchanges), and requests an in-person discussion with the student.
* After discussing the issue with the student, the instructor determines the best course of   
  action for the issue.

If the instructor feels that the student should be reported for violating the Academic Integrity Policy, then:

* Instructor makes an appointment with FYW Coordinator to discuss the issue and the documentation gathered earlier.
* Instructor fills out a Violation of Academic Integrity Form (located in the department   
  workroom)
* Instructor attaches the Violation of Academic Integrity Form to the plagiarism documentation gathered earlier.
* Instructor places this documentation in FYW Coordinator’s mailbox or gives it to them in person. They will review the materials and sign them.
* FYW Coordinator will pass the materials on to the chair of the department, who will forward them to the Provost’s office.

**First Year Writing Approved Policies**

**SOC Diversity Statement**

The School of Communication (SOC) is dedicated to the importance and presence of diversity, inclusion, and equity across Communication, First-Year Writing, Journalism, Principles of Communication, Public Relations, and Writing. We are committed to recruiting and supporting students, faculty, and staff by creating inclusive classroom and work environments through caring relationships, innovative curricula, and experiential learning. As a school, we recognize that approaches to diversity must be intersectional and account for the lived experiences and knowledges of a wide range of people. The SOC values efforts to create and maintain an academic community where different values, experiences, and identities are welcomed, including race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, physical ability, political affiliation, and intellectual perspective.

**On Office Hours**

All instructors in the First Year Writing program are required to keep 1½ office hours per week for every course taught, with a maximum requirement of six office hours per week. Additionally, instructors must be willing to meet with students by special appointment for up to two additional hours per week.

**On Disruptive Behavior**

Any student in a First Year Writing class whose behavior regularly interferes with the instructor’s ability to conduct the class and foster student learning, or who exhibits a behavior so outrageous as to severely impede the conduct of a class, may be dropped by the instructor after the instructor consults with the department chair.  Prior warning will be provided to the student when possible, but under extraordinary circumstances such warning may not always be possible.

When dropping a student for disruptive behavior, the instructor will assign a WF grade, specifying on the Drop for Non-Attendance form that the grade is assigned for “disciplinary action.”  A record of this disciplinary action will remain permanently on file with the university and the instructor will keep permanent record of dropping the student for disruptive behavior.

Additionally, when dropping a student for disruptive behavior, the instructor is encouraged to submit to the Dean of Students a list of the problematic behaviors.

**On Cancelling Class**

If you must cancel class for a foreseeable reason, such as attending a conference, it is expected that you will make every effort to find someone to cover your class for you. In the case of unforeseeable class cancellations, such as cases of illness or emergency, follow these steps:

* Email students to let them know that class is cancelled. Include instructions on what they should do instead of meeting, and/or in preparation for the next class. For example, if they had a written assignment due, they might submit it online or to your mailbox. If there was a reading to discuss, they might prepare a written response or have an online discussion.
* Email Ms. Niswonger and Brenda Herring that you will not be holding class. Additionally, if you will be holding class in another location – the library or a computer lab, for example – please notify Brenda as well.
* Arrange for someone to put a note on your classroom door.

Because we expect students to attend class in order to remain enrolled, it is important that we model the same professionalism for them. That means that we attend class, that we are prepared, and that we have activities for the full allotted class time. It also means that, when an unexpected circumstance arises, we handle it effectively.

**On Changing Grades**

In most cases, grade changes will be the result of instructor error or miscommunication. For example, a miscalculated or incorrectly reported grade is clearly a cause for a grade change. Miscommunications surrounding the submission of work may also result in a grade change.

Grade change forms are located in the copy room. The completed form should be submitted to Brenda Herring for approval by the Chair.

**On Adding Students**

Do not overenroll your class or otherwise attempt to add a student to your roster. A student’s best option to get a seat in 1310/1320 is to watch my.uca, and add themselves to the class when a seat opens up. Especially persistent students should be sent to Dr. Stephens.