Adjunct Faculty Handbook

2026-2027

Office of the Provost and Executive Vice President for Academic Affairs

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I. Welcome from the Provost and VP for Academic Affairs

August 1, 2026

Dear Colleague,

Welcome to the University of Montevallo! You are a valued member of our campus community, and we are grateful for your support of our academic programs and students.

The *Adjunct Faculty Handbook* is published by the Office of the Provost and Executive Vice President for Academic Affairs. The purpose of the *Handbook* is to provide adjunct faculty with general information about UM and specific information about relevant personnel policies; expectations of faculty; academic regulations and procedures; and campus resources and support services.

If you have any questions or concerns, don't hesitate to consult your Dean/Department Chair. Please also reach out to my office as needed. We are delighted you have joined our UM family.

Sincerely,

Courtney C. Bentley, Ed.D.
Provost and Executive Vice President for Academic Affairs

II. Getting Started

Much of what you need to know is on the Getting Started page of the New Adjunct Faculty Orientation website. There you will find information about forms and required training, as well as information about public safety, parking, email accounts, and UM policies.

The Administrative Assistant or Department Chair can assist you with keys and information about clerical support, telephones, copy service, mailbox, and so on.

III. UM Mission Statement

The overriding mission of the University of Montevallo, unique in higher education in Alabama, is to provide students from throughout the state an affordable, geographically accessible, "small college" public higher educational experience of high quality, with a strong emphasis on undergraduate liberal studies and with professional programs supported by a broad base of arts and sciences, designed for their intellectual and personal growth in the pursuit of meaningful employment and responsible, informed citizenship.

IV. UM *Faculty Handbook*

Most of the policies in this *Handbook* are taken from the UM *Faculty Handbook.* A link to all University policies can be found on the Human Resources web page.

V. University Calendar

The University Calendar for each academic year can be found on the University's webpage. The Academic Calendar, can be found on the Academic Affairs webpage.

A. Founders' Day

Classes meeting at the following times on October 8 are to be dismissed for the Founders' Day convocation and the reception that will follow:

- 11:00-12:15
- 12:30-1:45

Note: Seniors should be dismissed at 10:15 in order to line up for the processional prior to the convocation.

VI. Faculty Responsibilities

A. Office Hours and Contact Details

Adjunct faculty members are expected to hold office hours before and/or after class and to be available by appointment. Adjunct faculty must provide the Department with means of contact, both by telephone and e-mail. *Departments will not give out the personal phone numbers of any faculty member* but may call the adjunct faculty member and give the student's number to him or her.

B. Required Course Records

All instructors should maintain detailed, clear, and consistent records of student performance. Instructors may maintain paper and/or electronic records, recognizing that in either case they should create a "back up" copy to guard against loss of information (such as either photocopying their grade book on a regular basis or printing off computer-based records).

Students have the right to review (within a year) any graded assignments not returned by the instructor (such as final exams), though instructors may retain possession of the graded work. Instructors therefore should keep all such graded work for a calendar year. Instructors should keep a permanent record of all official grade reports.

Finally, adjunct faculty members who are not returning the subsequent semester should arrange with the Department to save any graded papers, along with copies of grade reports and relevant assignments (such as a copy of the exam itself), to assist with the reconciliation of any possible disputes.

C. Faculty Absences

A faculty member who must be absent from a class will inform the Department Chair or Dean of such absence in a timely manner and make suitable educational arrangements for the class. Absences of more than two consecutive class periods must have prior approval by the Chair or Dean. See University Policy 02:205: Absence of Faculty Members from Classes.

D. Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The Registrar's Office has created a link to basic FERPA information. In light of FERPA guidelines, instructors should *never* disclose grades or other confidential information over the telephone; while the person on the other end of the line might swear to be the student, there is no way of knowing for certain. Neither should instructors e-mail grades or other confidential information; students can easily review final grades via the internet. Instructors should never ask any student to deliver or otherwise handle another student's graded work.

All employees who have access to student information must complete a quiz testing their FERPA knowledge. Click the link to start your FERPA training. FERPA questions should be addressed to the Registrar's Office, Palmer Hall, (205) 665-6040.

E. Timely Submission of Grades

Faculty are expected to provide timely feedback for all course assessments and assignments completed throughout the semester to ensure students understand course standing. This is essential for monitoring early academic alert and intervention.

All final grades are due by 10am on the Monday following final exams. Grades not submitted by that time will be rolled to history with a final grade of "NR" (Not Reported). Once the "NR" is rolled to history, you will be required to submit a paper form for each grade that is late. You will receive detailed instructions for submitting final grades in advance of the grading period from the Registrar's Office to your UM email.

In the Fall and Spring semesters, final grades for graduation candidates are due earlier. It's a UM tradition to present those graduating with their actual diploma at commencement. It is necessary to have all completions certified and degrees awarded before commencement and/or verify eligibility for commencement participation. To accomplish this task, all graduation candidate grades are due no later than **3pm on the Wednesday of finals week.** The Registrar's Office provides a class list of candidates per course to departments for distribution to the faculty. Faculty must ensure all final grades for candidates in their course are submitted (Undergrad and Grad) by the candidate grading deadline. If the student does not plan to graduate then they must inform the Registrar's Office. When submitting final grades, you are required to enter a last known date of attendance/participation *for all failing grades – grades of F, NC, and U*. If you fail to enter the date, submitted grades will not post into Banner. It is important, therefore, that you maintain reliable, up-to-date records of student attendance.

F. Timely Submission of Non-Attendance/Participation Reports

You are expected to report students who have never attended or participated (NA) in your courses once the drop/add period is over. This information is required by the Federal government for tracking financial aid awards. Instructions for reporting NAs in Banner will be sent by the Registrar's Office very early in the semester. *Do not provide this information by email.*

To comply with Federal Regulations pertaining to the proper disbursement of financial aid, students are administratively withdrawn from classes which they have "never attended" or "never participated" as reported by instructors. Instructors should assign "NA" (never attended) grades as midterm grades no later than the second regular class meeting day in the second week of the term. This is crucial, as registration adjustments are made soon after the beginning of each term so that student financial accounts are updated in a timely manner. A student who attends or participates in a class for any length of time cannot be withdrawn from that class for having never attended. If you should have any questions pertaining to the NA grading process, please contact the Registrar's Office.

The U.S. Department of Education provides the following definition of attendance for financial aid purposes:
Attendance must be "academic attendance" or "attendance at an academically-related activity".

Academically related activities include but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters; and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course

Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education course/program include:

- student submission of an academic assignment,

- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student's participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

VII. Policies Related to Instruction

A. UM Attendance Policy

In general, course attendance is not open to the public. To attend or participate in a course at the University of Montevallo, one must be admitted and enrolled in the course or, for good cause, be granted permission to sit in on the class as an authorized visitor or guest speaker. Only individuals meeting the above criteria should be allowed in the classroom.

For the safety and welfare of our students, faculty, and staff, it is important to have a record of all individuals in each classroom. Overall classroom management is vested with the faculty member holding the class; accordingly, faculty may request that any unauthorized individuals exit or not return to the classroom. In cases of unauthorized classroom attendance, the department chair should be notified and a record of the incident created.

The University expects students to attend all classes for which they are enrolled. Instructors may establish specific regulations governing their classes and will provide them to their students in the course syllabus at the beginning of each semester. (Policy AA:006 - Student Class Absences)

All policy statements must be on file in the office of the dean, they must be approved by the appropriate dean, and they must allow excused absences for these reasons:

1. All policies must allow excused absences for these reasons:

   - Travel considered part of the instructional program of the University and requiring absence from class.
   - Participation in activities directly sponsored by and in the interest of the University.
   - Extraordinary circumstances, such as pressing legal obligations, authorized by the college dean.
   - Pregnancy or childbirth as long as your doctor says is medically necessary.

2. All policies must allow for a reasonable number of absences for these reasons:

   - Illness.
   - Death or serious illness in the immediate family.

Instructors determine the validity of excuses and are responsible for consistent enforcement of their policies. Students may appeal decisions via established procedures for grievances concerning academic matters.

B. Drop/Add

During the drop/add period (the first week of Fall, Spring, and Full Summer semesters, the first two days of May, Summer I, and Summer II parts of term, and the first three days of Combined parts of term.), a student may add a class without the professor's permission, and a student may drop a course (without incurring a grade of W) either through Banner Self-Service or in the Registrar's Office. A course that is dropped during the drop/add period will be deleted from the student's transcript. The student must initiate the drop process;

failure to attend class does not constitute a formal drop. See the University Calendar for specific dates and the University refund policy for details regarding tuition and fees associated with dropping a class in this time frame

After the drop/add period, a student may add a course only with the written approval of the professor, department chair, and college dean.

C. Withdrawal

1. Course Withdrawal

If a student wishes to withdraw from a course after the drop/add period and receive a grade of W (withdrawn), they must do so by the final withdrawal date shown in the University Calendar either through Banner Self-Service or in the Registrar's Office. The course withdrawal period ends at midnight on the date specified in the University Calendar, approximately 60 percent through the academic term. A grade of W does not affect the student's GPA. The student must initiate the course withdrawal process; failure to attend class does not constitute a formal course withdrawal.

A student who is withdrawing from the final course in which she/he is enrolled in a given term must submit to the Registrar's Office a withdrawal form signed by the Student Aid Office. The withdrawal form is located in the Registrar's Office and on their webpage.

After the course withdrawal period ends, a student may not withdraw from a course except in the most extenuating circumstances. Students should note that this policy typically applies only to situations that justify late withdrawal from all courses in which the student is enrolled, not to late withdrawal from one course. See the Withdrawal for Extenuating Circumstances policy. Failure to adhere to the published course withdrawal deadline in the University Calendar does not qualify as an extenuating circumstance under this policy.

Please note that the Department of Veterans Affairs or the Department of Defense may require partial repayment if a student using veteran educational benefits withdraws from a course after the drop/add period. Students using veteran educational benefits who are considering a schedule change after the drop/add period should see the School Certifying Official located in the Registrar's Office. There may also be consequences for other student groups such as athletes or international students. Athletes must have approval from UM's Athletics Compliance Officer. International students must have approval from the Designated School Official (SEVP) in the Registrar's Office.

2. Withdrawal from the University

Students intending to withdraw from the University prior to the term withdrawal deadline must submit to the Registrar's Office a withdrawal form signed by the Student Aid Office. The withdrawal form is located in the Registrar's Office and on their webpage.

The Student Aid Office will determine the effect the withdrawal may have on their aid and/or scholarships. Students residing on campus should notify the Office of Housing and Residence Life of their intent to withdraw and must check out of the residence hall within 24 hours of withdrawal. Completion of these procedures results in official withdrawal from the University, and a grade of W is recorded for each course. Courses will not appear on the student's transcript if the withdrawal is completed prior to the conclusion of the drop/add period. Students may not withdraw from the University after the term withdrawal deadline, which is published in the University Calendar, unless they are approved for a Withdrawal for Extenuating Circumstances (see Withdrawal for Extenuating Circumstances). Students who do not adhere to the withdrawal procedures will receive the appropriate grade(s) posted by faculty to the academic record at the conclusion of the term.

3. Withdrawal for Extenuating Circumstances

In the case of prolonged illness, debilitating accident, family emergency, or comparably serious personal situations that occur after the withdrawal deadline and that are beyond a student's control, the student may request a withdrawal for extenuating circumstances. A student seeking a withdrawal for extenuating

circumstances must withdraw from all courses for that term; a partial withdrawal for extenuating circumstances will typically not be approved. If a withdrawal for extenuating circumstances is granted, the student will receive a W for any course in which he/she is enrolled with a special notation on the transcript denoting extenuating circumstances.

Withdrawal Process
The student must complete the Withdrawal for Extenuating Circumstances form located on the Registrar's web page, indicating last date of class attendance, and submit the form, along with an explanation of how the situation prevents completion of the term and documentation of the circumstances (medical documentation for student or immediate family member for whom the student is responsible, death certificate of family member, etc.). All required paperwork should be submitted to the Registrar's Office in Palmer Hall as soon as possible but no later than 30 days following the end of the term for which the student is seeking a withdrawal for extenuating circumstances.

Academic and Financial Considerations of Withdrawal

If a student receives a Withdrawal for Extenuating Circumstances, a grade of W will be assigned for each course in which the student is enrolled.

Financial considerations and academic standing should be taken into account prior to requesting a withdrawal for extenuating circumstances. Withdrawal from college may affect a student's eligibility for health insurance coverage under a parent's policy. Students should be aware that they must demonstrate Satisfactory Academic Progress (SAP) in order to avoid academic suspension and to continue to be eligible to receive financial aid. Low grades or excessive withdrawals may affect a student's continued enrollment at UM or the student's ability to receive financial aid in the future. See Satisfactory Academic Progress.

4. Military Leave/Withdrawal

The University of Montevallo is committed to supporting service men and women of the United States and the State of Alabama. Military students may apply for a Late Start or a Military Leave of Absence (MLOA) from the University if they are called to duty and must withdraw from the semester, leave prior to the end of the term, attend training during the semester or miss the beginning of the semester due to military orders. Details are available from the School Certifying Official in the Registrar's Office.

D. Final Exam Schedule

All final examinations (whether comprehensive or not) must conform to the official examination instructions and schedule as detailed in the Schedule of Classes, published during each registration period. The exam schedule can also be found on the Registrar's web page under the Final Exams Schedule link in the right hand menu. Instructors should not change exam times, either for the whole class or for an individual student. A request for a change due to extenuating circumstances must be approved by the Department Chair and Dean. Travel preferences do not constitute extenuating circumstances.

The final exam schedule is based on regularly scheduled class meeting times. All course syllabi must include the scheduled date and time for final exams.

- Hybrid courses' final exam times will correlate to the class's on-campus meetings.
- Flexible (Synchronous) courses' final exam times will correlate to schedule class times.
- Online (Synchronous or Hybrid) courses' final exam times will correlate to schedule class times.
- Online (Asynchronous) classes consult the course syllabus or instructor.
- Classes schedule at any time other than shown below - consult the course syllabus or instructor.

Petitioning to Reschedule a Final Exam

- Students may petition to their major College Dean to reschedule exams if the following circumstances occur:
    - A student has 3 or more exams scheduled on the same day.
    - A student has 2 exams scheduled at the same time.
- Students wishing to reschedule one or more final exams due to one of the reasons above must submit to their major College Dean documentation of their schedule.
- The petition must be approved no later than the last regular day of classes. The rescheduled exam must be administered during one of the provisional exam times as listed in the schedule below.
- Exams for on campus courses have higher priority than online exams regardless of level.
- For all instances not covered above, the student's major College Dean will consult with professors/instructors and decide which final should be rescheduled.

Reminder: The grades of candidates for graduation must be submitted in Banner by 3:00 p.m., the Wednesday of exam week (excluding Summer). All other grades must be submitted in Banner by 10:00 a.m., the Monday following exam week. Please see the University Calendar for specific dates by term.

Instructions for entering grades in Banner will be sent out by the Registrar's Office in advance of the grading period to your UM email.

E. Course Syllabus Requirements

*Instructors are responsible for preparing and electronically distributing through Canvas, a syllabus for each individual course taught. The syllabus should be reviewed during the first-class meeting and should contain course data (number, section, name, credits, semester, year, meeting days and times, meeting place, prerequisites), instructor information (name, office hours, phone, UM e-mail address, and/or other means of contact), course description, designated approval statement included for courses which have been approved for general education credit, course objectives linked with program student learning outcomes, course requirements, course calendar (including dates for tests and major assignments, and final exam time), course policies (for e.g., attendance, tardiness, excused/unexcused absences, make-up work, food in classroom, etc.), evaluation/grading criteria, disclaimer (e.g., changes in requirements, calendar, etc. may be made with written notice—highly recommended, but not required), textbook/materials/supplies, and health and safety information (as appropriate for some courses). Current syllabi are to be kept on file electronically in departmental and/or college offices. Detailed guidelines for course syllabi are distributed by the Office of the Provost/VP for Academic Affairs prior to the start of each academic year. (*from the UM *Faculty Handbook*, Section 4.15 Course Syllabi). *The link for the University Academic Policies to be included in syllabi is here or you may use the QR code below.*

Information on academic policies is available in the UM *Bulletin.*

Course Data:

- Course number, section, title, credit hours
- Semester, year, meeting days & times, meeting place
- Prerequisites (if any)

Instructor

- Name, office hours, office phone, UM e-mail address or phone number where students can reach you with questions

Course Requirements

Every assignment (quizzes, papers, exams, portfolios, etc.) the student is required to complete in the course.

Essential Learning Outcomes

Include the course description as it appears in the *Bulletin*, along with essential learning outcomes.

General education courses should refer to the AAC&U Essential Learning Outcomes template shown in the General Education Core Requirements section under Academic Programs and Policies in the Bulletin. If the course has been approved for General Education credit, the statement that was approved for use on the course syllabus should be included here.

Course Calendar

- Daily or weekly calendar of discussion topics, readings, etc.
- Dates for tests and major assignments
- Final exam time (if a final exam or critique is required). The final exam schedule is published on the Registrar's Office webpage and usually differs from the regular class meeting schedule. The final exam schedule for a course may not be changed
- Exceptions to the class schedule [i.e., dates when classes do not meet or are dismissed early due to holidays or other events]
- Course Withdrawal Deadline. The deadline for a student to withdraw from the course and receive a grade of "W" should be published on the syllabus **in boldface type**.

Course Policies

Information regarding excused and unexcused absences (see Policy AA:006 - Student Class Absences) and the *Bulletin*, p. 48 (Absence Policy)]; late arrivals; make-up work/tests; late assignments; food in classroom, etc. Anything that affects the grade should be clearly spelled out.

Evaluation/Grading

- Explain how the course grade will be assigned. (See general information on UM Grading System in the Academic Policies section of the *Bulletin*. This should include any special factors such as averaging, weighting, points, scale, penalty for absences, etc.

  Anyone should be able to read this section of the syllabus and calculate the course grade. The final course grade should not be less than this calculation.

- Criteria for grading individual assignments should be specified on the syllabus or on individual assignments.

Disclaimer

A statement to the effect that changes in requirements and policies may be made with written notice is highly recommended.

Textbook/Materials/Supplies

Field Trips (if applicable)

Requirements for field trips are as follows:

> *Off-campus field trips for students may be arranged by members of the faculty, however, faculty are expected to exercise discretion in planning field trips. Required approvals from the appropriate Department Chair and Dean should be obtained in the early stages of arranging a field trip. Such trips should be planned well*

in advance of the occasion and the proper form, listing names of students and the classes they will miss, must be filed in the office of the appropriate Dean, who has the right of final approval for all field trips.

Upon receiving authorization of a field trip from the Department Chair and Dean, the UM representative coordinating the trip must have each student participant complete the appropriate Field Trip Waiver and Release form (adult or minor). Completed waivers must be collected by the field trip coordinator and retained in his or her files. (Camps/Field Trip Waiver release forms)

Health and Safety Information (Must be included for studio- and production-type courses; as appropriate with performance and lab classes.)

ADA Statement (This is the only *officially approved* statement, and it should appear verbatim on all syllabi):

The University of Montevallo provides equal access to qualified students. If you have a disability (medical, physical, learning, psychological, etc.) and wish to request disability-related accommodations to complete course requirements, contact Disability and Support Services (located in Main Central [Lower Level], rear entrance; 665-6250). Course requirements cannot be waived, but reasonable accommodations may be provided based on disability documentation and course objectives. Accommodations cannot be made retroactively (i.e., they can only be provided from the time the instructor receives notification from Access and Compliance.

Plagiarism and Academic Dishonesty (as applicable)

Students at the University of Montevallo uphold the values of the University by refraining from every form of dishonesty in college life and by doing all that is possible to create a spirit of honesty and integrity on campus.

Students are expected to follow the behaviors within the Student Code of Conduct, but this policy specifically addresses academic misconduct.

As stated in the Fledgling, Academic dishonesty is defined as cheating or plagiarism. Cheating is the giving or receiving of unauthorized aid, whether written, oral or otherwise, in order for a student to receive undeserved credit on work that is their own responsibility. Plagiarism occurs when a student uses the words or the ideas of another without acknowledging that they belong to someone else.

Briefly, there are five main ways in which a student can commit plagiarism:

- *Using the exact words of another person's work/writing without acknowledgement of the source through the use of quotation marks and correct citation/documentation*
- *Rephrasing a passage by another writer without giving proper credit*
- *Using someone else's facts or ideas without acknowledgement*
- *Using a piece of writing for one course that was already used in a previous course (or in courses in which one is simultaneously enrolled) without express permission from both instructors to do so*
- *Presenting fabricated or falsified citations or materials*

Students may not give or receive unauthorized aid in completing academic work and meeting academic requirements. Only the faculty member teaching the course can authorize assistance, use of resources, etc. Students who are uncertain about whether conduct would constitute academic dishonesty are responsible for seeking clarification from the faculty member prior to engaging in such conduct. Accountability measures for academic dishonesty are determined based on the seriousness of the offense and on whether the student has a record of other instances of academic dishonesty.

If the academic dishonesty pertains to a non-course degree requirement, such as a standardized examination, then the student may fail to receive credit for the degree requirement for which the violation occurred. The consequences for the violation of a non-course degree requirement may be imposed by the appropriate department chair or college dean.

If the academic dishonesty pertains to an assignment in a course, the faculty member teaching the course in which the violation occurred may determine the course-based consequences, e.g., an academic integrity development plan, a zero on the assignment, a grade of F in the course, etc.

In addition to these consequences, the faculty member or academic administrator should refer all serious academic integrity violations to the Office of the Provost for record keeping and/or possible further sanctions via the Academic Integrity Violation Form. (Individual faculty members may define what constitutes a serious academic integrity violation in their course(s), provided that their definition is included in the course syllabus.)

The Office of the Provost will serve as the central recording center for all Academic Integrity Violation Form. Thus, if a student has multiple violations on record, the Office of the Provost may take action as they deem appropriate, e.g., by recommending an Academic Integrity Development Plan, referring the case to the Academic Integrity Council, implementing the Academic Integrity Council's recommended disciplinary action (such as suspension or expulsion), etc. See Academic Integrity Policy

Student e-mail statement:

The University uses an email system to officially communicate with students. Each undergraduate student is assigned a UM email address that is provided at no charge to all registered students. The official email system for students is identified by username@forum.montevallo.edu and can be accessed via the student email portal link on the footer of the University's homepage. Email is the primary and official means of communication among students, faculty and staff at the University of Montevallo, including communications between faculty and students and from administrative units to students. Students may receive a variety of very important University email messages from offices on campus for which timely responses may be required. Duo two-factor authentication is necessary to maintain a secure email system. It must be used to access email services and will be required by the add/drop date of the first semester at UM for new students. See Duo 2FA Setup.

Email Rules and Responsibilities

- *Students must comply with all University policies, including the University's Acceptable Use Policy and all applicable state and federal laws when using University email accounts.*
- *Students are responsible for monitoring and managing their account regularly, even during breaks. Failure to do so does not absolve students from the responsibilities associated with communication sent to their official student email address.*
- *While not recommended, students may electronically forward their student email to another email address but at their own risk. The University is not responsible for the handling of forwarded email.*
- *Questions regarding student email accounts should be directed to the Solution Center in person, via email at solutioncenter@montevallo.edu or by phone at 205-665-6512.*

F. Grading Scale

The following is from the Undergraduate Academic Policies section of the *Undergraduate Bulletin*: Grades represent the instructor's assessment of the student's performance on classroom and laboratory assignments, as well as on essays, term papers, class participation and examinations, etc. Grades and grade points are earned and recorded as follows:

Grade, Grading Standard, Grade Points per Hour

A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing	1
F	Failing	0
I	Incomplete	-

IP	In Progress	-
NC	No Credit	-
P	Pass	-
S	Satisfactory	-
U	Unsatisfactory	-
W	Withdrawn	-

Incomplete Grades
Grades of I (Incomplete) may be given when students, because of circumstances beyond their control, are unable to complete coursework that is assigned and/or due during the last 15 calendar days of long semesters and/or during the last 5 calendar days of the May and Summer terms. It is the student's responsibility to make arrangements to complete remaining requirements.

All incomplete work must be finished by a date determined by the instructor and not later than the conclusion of the next long semester (i.e., for Fall semester Incompletes, no later than the last day of the following Spring semester; for Spring semester, May term, and Summer term Incompletes, no later than the last day of the following Fall semester). Otherwise, an I grade automatically becomes an F.

In Progress Grades
A grade of IP (In Progress) may be assigned only in designated courses and will be graded upon completion of the coursework. Designated courses may include internships, practicums, clinical, and theses where the expectation is that course requirements will not be concluded within a traditional term. Designated courses may include more than one enrolled attempt in more than one semester.

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Repeating Courses and Grades
Undergraduates - Students who want to receive credit for a course failed at UM must repeat the course at UM. The credit hours for every occurrence of the course are used in determining the grade-point average (GPA). Students who want to receive credit for a course graded with an NC may repeat the course at UM or other regionally accredited institution. Students who want to improve a grade(s) of B or lower in a UM course must repeat the course(s) at UM. The credit hours for every occurrence of the course are used in determining the GPA. The credit hours for only one occurrence of a repeated, previously passed course are included in earned hours. See General Graduation requirements for determining the major or minor GPA.

Graduates - Repeated Courses
A graduate student may repeat a previously completed course one (1) time to improve the grade and the institutional and program GPAs. Both attempts will be recorded on the student's official academic transcript and will count in both attempted and GPA hours (unless the Grade Replacement Policy applies). However, only the most recent attempt will apply toward earned hours. Repeated courses may only be taken at the University of Montevallo.

Grade Replacement – Graduates Only
A graduate student who is repeating a course in an attempt to improve the institutional, cumulative, or program GPA may request a grade replacement. Graduate Students may request this option only twice in their program and only once per course. Due to accreditation or licensure, some graduate programs may not

allow grade replacement or may have additional qualifications. Students should always consult with their academic advisor or graduate program coordinator before requesting a grade replacement.

Grade replacement is not automatic nor guaranteed. Students must request a grade replacement before the end of the drop/add period of the semester or part of term in which they are repeating the course and it must be approved by the academic advisor, department chair, and Registrar's Office.

Grade replacements will not be approved for courses taken at another institution, for failing grades due to academic dishonesty or plagiarism, or after the student has completed the degree program. Once processed, grade replacement request may not be revoked.

If approved, both attempts will be recorded on the student's official academic transcript and both will count in the attempted hours. However, only the most recent attempt will apply toward GPA and earned hours. Courses may only be repeated at UM.

By policy, a graduate student must repeat the exact same course under this policy. An exception may be granted if all the following conditions are met:

1. The course to be repeated is a program elective (not a specifically required course)
2. Circumstances beyond the student's control prevent them from retaking the same course before expected program completion (e.g., the course was not offered or was renumbered, or scheduling conflicts existed between the original course and other courses required for the program)
3. The student's academic advisor or program coordinator identifies a suitable course (e.g., exact or similar content, objectives, assignments, etc.) to be substituted in the place of the first course taken and this substitution is approved by the Dean of the college in which the student is enrolled.

G. Grade Appeal Procedure

The University of Montevallo respects the right and professional responsibility of faculty members to assign grades based on their professional judgment of student performance.

This procedure is designed to provide students at the University of Montevallo with clear instructions for appealing the assigned grade for an individual assignment (individual grade) or a course (final grade) and is valid for undergraduate, graduate, on-campus, on-line, degree-seeking, temporary, dual enrollment, and enrichment students.

This procedure does not apply to individual or final grades assigned as a result of an academic integrity incident. Instead, the student should follow the process outlined in the Academic Integrity Policy and procedure.

Procedure to appeal a grade

Students who believe that an assigned grade is unfair or incorrect should take the following steps:

1. The student must first confer with the faculty member involved to review their academic work and its assessment in an attempt to resolve issues informally.

2. If the student is not satisfied and wishes to continue the appeal, they will request a Grade Appeal Form from the chair of the department offering the course. This form must be completed and submitted to the department chair within 10 business days of the date the student is notified of the individual grade or within 20 business days of the posting of the final grade. The form must be submitted with an attached written statement of the rationale/basis for the appeal and any supporting materials such as graded work, assignment instructions, and/or course syllabus. The written appeal must state clearly the reason(s) for the appeal of the grade and the desired remedy.

3. The Department Chair will review the documents submitted by the student and will discuss the case with the faculty member who will be given a copy of the written appeal. Within five (5) business days of receiving

the student's appeal, the Chair will contact the student to schedule an appointment. The Chair's decision will be rendered at the conclusion of the conference with the student or within five (5) business days after the meeting. Note this may be delayed if the University is closed or during a semester or summer break. If the Department Chair supports the student's appeal, the faculty member will be asked to reassess the student's grade.

4. If the Department Chair does not support the student's appeal or the Department Chair does support the student's appeal and the faculty member declines to change the student's grade, the student may appeal to the dean of the college offering the course. At the student's request, the Department Chair will send all materials to the college Dean, who, after discussion with the Chair and the faculty member, will schedule an appointment with the student. The Dean may or may not request that the Chair and faculty member attend the conference. The Dean will render a decision at the conclusion of the conference or within five (5) business days after the meeting. Note this may be delayed if the University is closed or during a semester or summer break. If the Dean supports the student's appeal, the faculty member will be asked to reassess the student's grade. The decision to change the grade will remain with the faculty member unless the Dean has clear, convincing, and objective evidence that the grade has not been calculated according to criteria communicated to students by the instructor.

Other information

Business Day - A business day is any day the administrative offices of the college are open for business.

Timeliness - Every effort will be made to address complaints in a timely manner. However, students should be aware that action on complaints filed after the end of the semester or part of term, while the University is closed, or during a semester break may be delayed.

Every attempt will be made to resolve appeals by the end of the semester in which they are filed for individual grades or by the beginning of the next semester for final grade appeals

Relationship to the Academic Integrity Policy

If a student incurs an academic integrity violation and the student accepts the consequences (or the student's appeal, if any, is rejected), then any grade penalty resulting from said violation cannot be used as a basis for any future grade appeals. In this situation, only grades that are not related to the student's academic integrity violation are eligible for grade appeals. On the other hand, if a student's appeal of an academic integrity violation is accepted, then any grade that had been impacted by the consequences of the academic integrity violation is again eligible for grade appeals. Note that student appeals of academic integrity violations can only be made within the time limits stated in the Academic Integrity policy. Also, students must appeal an academic integrity violation in a course, and the appeal must be resolved in the student's favor, before the student may appeal any grades impacted by said violation. (See Academic Integrity Policy.)

H. Academic Integrity Policy

Students at the University of Montevallo uphold the values of the University by refraining from every form of dishonesty in college life and by doing all that is possible to create a spirit of honesty and integrity on campus.

Students are expected to follow the behaviors within the Student Code of Conduct, but this policy specifically addresses academic misconduct.

As stated in *the Fledgling*, Academic dishonesty is defined as cheating or plagiarism. Cheating is the giving or receiving of unauthorized aid, whether written, oral or otherwise, in order for a student to receive undeserved credit on work that is their own responsibility. Plagiarism occurs when a student uses the words or the ideas of another without acknowledging that they belong to someone else.

Briefly, there are five main ways in which a student can commit plagiarism:

- Using the exact words of another person's work/writing without acknowledgement of the source through the use of quotation marks and correct citation/documentation
- Rephrasing a passage by another writer without giving proper credit
- Using someone else's facts or ideas without acknowledgement
- Using a piece of writing for one course that was already used in a previous course (or in courses in which one is simultaneously enrolled) without express permission from both instructors to do so
- Presenting fabricated or falsified citations or materials

Students may not give or receive unauthorized aid in completing academic work and meeting academic requirements. Only the faculty member teaching the course can authorize assistance, use of resources, etc. Students who are uncertain about whether conduct would constitute academic dishonesty are responsible for seeking clarification from the faculty member prior to engaging in such conduct. Accountability measures for academic dishonesty are determined based on the seriousness of the offense and on whether the student has a record of other instances of academic dishonesty.

If the academic dishonesty pertains to a non-course degree requirement, such as a standardized examination, then the student may fail to receive credit for the degree requirement for which the violation occurred. The consequences for the violation of a non-course degree requirement may be imposed by the appropriate department chair or college dean.

If the academic dishonesty pertains to an assignment in a course, the faculty member teaching the course in which the violation occurred may determine the course-based consequences, e.g., an academic integrity development plan, a zero on the assignment, a grade of F in the course, etc.

In addition to these consequences, the faculty member or academic administrator should refer all serious academic integrity violations to the Office of the Provost for record keeping and/or possible further sanctions via the Academic Integrity Violation Form. (Individual faculty members may define what constitutes a serious academic integrity violation in their course(s), provided that their definition is included in the course syllabus.)

The Office of the Provost will serve as the central recording center for all Academic Integrity Violation Forms. Thus, if a student has multiple violations on record, the Office of the Provost may take action as they deem appropriate, e.g., by recommending an Academic Integrity Development Plan, referring the case to the Academic Integrity Council, implementing the Academic Integrity Council's recommended disciplinary action (such as suspension or expulsion), etc.

The following is an outline of the process for resolving allegations of academic dishonesty. (The Academic Integrity Council, in collaboration with the Provost, Deans, and Chairs, is charged with determining and communicating the full procedure.)

1. The instructor responsible for the course at the time of the incident will determine the appropriate course-based consequences AND complete the online Academic Dishonesty Incident (ADI) form as soon as possible, but within 21 business days from the date the assignment was graded.

2. Upon filing the online Academic Dishonesty Incident form, the instructor of record will note whether the referral is for record keeping only ("Faculty Discretion") or for further review and consideration by the Academic Integrity Council ("Disciplinary Referral"). An instructor who recommends Disciplinary Referral can also recommend an appropriate disciplinary action for the student.
    a. Notice of the Academic Integrity Violation Form will automatically be distributed to the instructor of record, the chair of the department in which the incident occurred, the dean of the College, the Student Affairs, and the Registrar.
    b. After two "Faculty Discretion" referrals for the same student, the Office of the Provost will automatically refer the case for further consideration by the Academic Integrity Council. (Moreover, in response to multiple violations by the same student, further disciplinary measures may be taken at the discretion of the Provost's Office.)

c. If necessary, a hold will be placed on the student's account until the case is fully resolved, thereby prohibiting the student from dropping or withdrawing from the course. (See point 9c.)

3. The Provost's Office will promptly contact the student via email to inform them that an Academic Dishonesty Incident form has been filed. This email will state the charges against the student and include copies of any documentation of the incident. Once this email has been sent to the student's official UM email address, the student is considered to have been notified of the charges. (The faculty member who filed the Academic Dishonesty Incident form will be copied on this email as well.)
    a. If the instructor responsible for the course chooses to refer the case for "Faculty Discretion" and no further action is taken, the Provost's Office will inform the student of this. The Provost's Office will also warn the student that any further incidents will merit further action.
    b. If the instructor responsible for the course chooses to refer the case for "Disciplinary Referral," or if the case is automatically referred to the Academic Integrity Council, the Provost's Office will notify the student of the situation and inform them that a hearing will take place.
    c. Once the student has been notified of the academic dishonesty charge, the course-based consequence(s) determined by the instructor will be carried out.
    d. The student may discuss the academic dishonesty charge with their instructor if desired. The discussion should take place either (i) via email or (ii) in person with another faculty member, or the department chair, as a witness to the discussion. (Instructors may choose the format of the discussion, and may also ask to initiate the discussion.)

4. In cases of "Disciplinary Referral" or automatic referral, the Academic Integrity Council will call a hearing according to their procedures. The accused student should attend the hearing; however, the hearing will take place even if the student fails to attend.

5. Upon completion of the hearing, the Academic Integrity Council may recommend accountability measures at their discretion. Depending on the severity of the allegation and/or the number of allegations, these measures may include, but are not limited to:
    a. No further action
    b. Targeted instruction and/or guidance
    c. A zero on the assignment
    d. An F in the course
    e. Suspension
    f. Expulsion

6. The Academic Integrity Council will forward its recommendation to the Provost's Office. Upon approval from the Provost's Office, appropriate course-based actions and/or administrative actions will be carried out, and notification will be sent to the student, the student's advisor, the instructor, the Department Chair, the Deans of the college in which the incident occurred and the college in which the student is enrolled, the Student Affairs, and other appropriate parties (Registrar, Director of Housing and Residence Life, etc.).

7. Students who wish to appeal the course-based consequences determined by their instructor must do so by contacting the Office of the Provost within 5 business days of being notified of the academic dishonesty charge to request that the case be reviewed. If the instructor who submitted the Academic Integrity Violation Form selected "Faculty Discretion" (and the case was not automatically referred to the Academic Integrity Council), the appeal will be reviewed by the Academic Integrity Council; if the instructor selected "Disciplinary Referral" or the case was automatically referred to the Academic Integrity Council, the appeal will be reviewed by the Office of the Provost (or designee). The process outlined below will be followed:

    a. The faculty member will be informed of the pending appeal.
    b. The appropriate reviewer(s) will make a determination of the validity of the charges.

i. If the reviewer fails to find sufficient justification for the charges, then the Office of the Provost will inform the student, the instructor, the Department Chair and the Dean. The instructor will be asked to reassess the assigned grade, or reassess the course-based consequences, etc., and will be notified that he or she may be in an untenable legal position if he or she elects not to do so. The faculty member's reassessment of the grade/consequence may or may not result in a different grade depending on the quality of the student's performance on the assignment(s).
ii. If the reviewer finds that the charges are justified, the Office of the Provost will notify the student, the student's advisor, the instructor, the Department Chair, the Deans of the college in which the incident occurred and the college in which the student is enrolled, the Student Affairs, and other appropriate parties (the Registrar, the Director of Housing and Resident Life, etc.) of the outcome of the appeal. In the case of a student appeal of a faculty-imposed consequence, the reviewer may not impose a consequence stronger than the initial one.

8. In the case of "Disciplinary Referral" (or automatic referral), students who wish to appeal the recommendation of the Academic Integrity Council must submit a written formal appeal to the Office of the Provost within 5 business days of the announcement of the Academic Integrity Council's decision. The Office of the Provost, or designee, will make a decision on the appeal; this decision will be final.

9. When an academic dishonesty charge is filed against a student in a course, that student's eligibility for withdrawing from the course is determined as follows:

a. If, in the final outcome of the case (taking into account the result of any appeals), the student is given the consequence of "F in the course," then the student cannot evade this consequence by withdrawing from the course. In this situation, the student will not be allowed to withdraw from the course under any circumstances, including circumstances which would normally constitute grounds for "Withdrawal for Extenuating Circumstances."
b. If the final outcome of the case (taking into account the result of any appeals) still allows the student to receive credit for the course, then the student's eligibility for withdrawal depends upon the timing of the incident and/or the timing of the final conclusion of the case:
    i. If the case fully concluded on or before the last day to withdraw, then the student may choose to withdraw, provided that they do so on or before the last day to withdraw. In this situation, if the student does not withdraw on or before the last day to withdraw, then they can no longer withdraw unless they are approved for "Withdrawal for Extenuating Circumstances."
    ii. If the academic dishonesty incident took place on or before the last day to withdraw, but the final conclusion of the case occurred after the last day to withdraw, then the student has a window of 5 business days after the final conclusion of the case in which the student may choose to withdraw. After that window of 5 business days has passed, the student cannot withdraw unless they are approved for "Withdrawal for Extenuating Circumstances."
    iii. If the academic dishonesty incident took place after the last day to withdraw, then the student cannot withdraw unless they are approved for "Withdrawal for Extenuating Circumstances."
c. If a student may ultimately receive an "F in the course" as a consequence of an academic dishonesty charge, e.g.,
    i. The faculty member filing the Academic Dishonesty Incident form chooses "Faculty Discretion" with the course-based consequence of "F in the course";
    ii. The faculty member chooses "Disciplinary Referral"; or
    iii. The case is automatically referred to the Academic Integrity Council,

then a hold will be placed on the student's account (temporarily preventing the student from dropping/withdrawing from the course) until the case, including any appeals, is fully

resolved. After the case is fully resolved, the student's eligibility for withdrawal is determined by the rules laid out in points 9a and 9b.

d. If a student allegedly committed an academic integrity violation but withdrew from the course before an ADI form could be filed, then the instructor can still file an ADI form against the student (provided that the form is filed in a timely manner) and the ADI resolution procedure will still be followed.

10. If a student incurs an academic integrity violation and the student accepts the consequences (or the student's appeal, if any, is rejected), then any grade penalty resulting from said violation cannot be used as a basis for any future grade appeals. In this situation, only grades that are not related to the student's academic integrity violation are eligible for grade appeals. On the other hand, if a student's appeal of an academic integrity violation is accepted, then any grade that had been impacted by the consequences of the academic integrity violation is again eligible for grade appeals. Note that student appeals of academic integrity violations can only be made within the time limits stated in this policy; see points 7 and 8. Also, students must appeal an academic integrity violation in a course, and the appeal must be resolved in the student's favor, before the student may appeal any grades impacted by said violation. (See Grade Appeals.)

Rights of the Accused Student:

1. To be informed of the charge against them, to receive copies of any documentation supporting the charge, and to be informed of any recommended accountability measures
2. To be informed of the date and time of a hearing, if necessary, and the procedures involved
3. To present witnesses, documentation and other evidence at the hearing, and to have an advocate present
4. To continue in the course without prejudice until the outcome of the hearing
5. To appeal the decision

Rights and Responsibilities of Faculty, Staff, and Administration:

1. To establish norms of conduct related to academic integrity in their classrooms and assign grades accordingly
2. To help promote a culture of academic integrity by reporting suspected violations of the Academic Integrity Policy
3. To be informed of the procedures of the Academic Integrity Council
4. To be present (either by choice, or as required by the Academic Integrity Council) at any hearing related to a charge of academic dishonesty levied by the faculty

Other information:

Business Day – A business day is any day the administrative offices of the university are open for business.

Timeliness – Every effort will be made to carry out the ADI resolution procedure (including review of any appeals) in a timely manner. However, the procedure may be delayed due to factors such as the semester (or part of term) ending, the university being closed, or semester breaks.

I. Academic Freedom

See Section 2.06 of the *Faculty Handbook*.

As defined by the 1940 Statement on Academic Freedom of the American Association of University Professors (AAUP), and its 1970 Interpretive Comments, academic freedom provides rights and imposes special obligations:

"Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Academic Freedom

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution."

(Association of University Professors, "1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments," *AAUP Policy Documents & Reports*, Tenth Ed. pp. 3-4)

In addition to these general rights and responsibilities, faculty members also have the responsibility to maintain proper and complete records, accounts, enrollments, grades, and related academic documentation in accord with the State's and the University's record retention requirements. (Refer to UM Policy 01:050.)

J. Sexual Harassment Policy & Education

Faculty members are expected to review and familiarize themselves with the following UM policies and the Sexual Misconduct, Nondiscrimination and harassment Policy (Policy 01:114)

UM Policy 01:114 Sexual Misconduct, Nondiscrimination and Harassment Policy

UM Policy 01:150 Amorous Relationships

K. UM Cares & Maxient Reporting

Maxient serves as UMs central database for reporting a situation that has occurred or is occurring. All reports are routed to professional staff in Counseling Services, Student Conduct and/or the Chief Student Affairs Officer. Information is then sent to the appropriate department for follow-up. Referrals for follow-up depend on the issue reported, but are often made to Counseling, Housing, Student Conduct, the Falcon Success Center or the Police.

Some issues that need to be reported include:

- Noticeable class absences
- Concerning behavior
- Threats of violence
- Depression

- Threats of suicide or statements about hurting oneself
- Bizarre written or verbal statements
- Noticeable change in quality of work
- Sexual harassment
- Domestic violence
- Substance abuse
- Student illness

This is just a partial list of things that might need to be reported via Maxient..

VIII. Instructional Support

A. Carmichael Library

Instructors are encouraged to bring their classes to Carmichael Library for instructional sessions on a variety of topics, including Information Literacy, taught by the Library's teaching faculty in consultation with the course instructor. In addition, the Library supports a range of projects and assignments with interactive sessions, whether they take place in Carmichael or elsewhere on campus. To sign up for an instruction session, please contact a librarian at Carmichael Library.

B. Information Services and Technology

The Solution Center is available to assist faculty with questions about technology at UM. All calls are handled by certified technicians. The Solution Center is available 24/7 by calling 205-665-6512 or by emailing SolutionCenter@montevallo.edu. UM faculty are welcome to visit the Information Services and Technology offices in Morgan Hall 109, 8am to 5pm. For more information, visit the Information Services and Technology web page.

C. Learning Management System: Canvas

Canvas is UM's learning management system (LMS). All faculty can request training via the Canvas Resources web page. This page also provides Canvas tutorial videos for both faculty and students.

D. Office of Disability Support Services

Disability Support Services is located on the lower level of Main Hall, works with faculty and staff to coordinate appropriate accommodations and services for eligible students. Click link for an overview of faculty/staff responsibilities in the accommodation process. Questions or concerns can be directed to DSS@montevallo.edu or 205-665-6250.

E. Falcon Success Center

Randi Tubbs, Director
tubbsrj@montevallo.edu | 205-665-6450
Carmichael Library, Lower Level
falconsuccess@montevallo.edu | (205) 665-6092
www.montevallo.edu/falcon-success-center/

In the Falcon Success Center (FCS), our overall goal is to help students succeed by providing them with support that will strengthen their academic skills, helping them become more confident students as they work towards achieving academic and personal success at UM and beyond. Our staff works with students as they begin to navigate their college experience, helping them identify and address barriers to their success by offering the following services to the campus community:

- Academic counseling and individualized student success plans

- Accountability groups
- Classroom presentations on topics related to academic success
- Connections to campus resources
- Early Academic Alerts
- General Studies/Undecided advising
- Great Start Program
- Student Success Coaching
- Support and guidance for students throughout their college journey
- Transfer student transition and integration
- Tutoring services by appointment and drop-in

Tutoring (Undergraduate Students)
Randi Tubbs, Director
Carmichael Library, Lower Level
tutoring@montevallo.edu | (205) 665-6113
www.montevallo.edu/tutoring/

The Falcon Success Center (FCS) provides free tutoring services to the students at the University of Montevallo in a number of different courses across the curriculum. We offer tutoring for a variety of courses in the following formats:

- Drop-in tutoring
- Individual tutoring
- Online tutoring
- Small group tutoring

For more information, or to submit a tutoring request, please visit the Tutoring website.

F. TRIO Student Support Services

Dr. Portia Stallworth, Director
Main Hall, Lower Level
Room B46
(205 665-6094
pstallwo@montevallo.edu

TRIO Student Support Services, located on the lower level of Main Central, is a program sponsored by the University of Montevallo and funded by the U.S. Department of Education. TRIO Student Support Services offers a variety of academic and personal support services that enhance students' chances for success in college. Students may receive assistance from the program through tutoring, study-skills classes, academic counseling, career exploration, course advisement and registration, computer lab access, computer-assisted instruction, and cultural and social enrichment activities. For eligibility requirements and further details, visit the TRIO Student Support Services webpage.

H. Counseling Services

The professional staff at UM Counseling Services (CS) work closely with faculty who need help dealing with the varied needs of individual students. In addition, the CS staff is happy to provide programs about topics important to college students. They can be in the form of presentations, displays, and classroom instruction. For more information about CS services or to schedule an appointment with a counselor, call 205-665-6245 or stop by the Puryear House. Click link above for more information on CS resources for faculty.

I. Registrar

Amanda Tinney Fox, Registrar
Palmer Hall, 2nd Floor, 205 665-6040
registrar@montevallo.edu, Registrar's Office

The Registrar's Office, located in Palmer Hall, maintains records of undergraduate and graduate, current and former students, certifies completion and graduation, monitors degree evaluations, evaluates transfer credit, processes student program grade changes, facilitates registration and class schedule support, process withdrawals, oversees FERPA compliance, international student tracking, veteran educational benefits, residency, and other tasks..

The Registrar's Office can assist with registration issues, course override/permits, entering or changing grades, navigating Banner Self-Service, student information, information requests, and many other areas of support.

Many forms and resources you may need is located in a Registrar's Office Resource page in Canvas. You can request access to this course by submitting a request to registrar@montevallo.edu.

IX. Evaluation of Teaching Performance

The evaluation of teaching effectiveness of adjunct faculty each semester shall be based on the results of student course evaluations, course materials, and peer review of teaching.

It is expected that faculty, including adjunct faculty, be evaluated by their students in every class, every term. Procedures for distributing and submitting the evaluations will be announced in advance of the evaluation period.

All adjunct faculty will have their syllabi reviewed by the Chair or departmental designee; course materials (assignments, tests) may also be reviewed.

Adjunct faculty will also be observed in the classroom by the Chair or the Chair's designee. Online courses will be assigned a peer reviewer. The primary purpose of class observations is to provide feedback on the quality of teaching and make suggestions for improvement.

The Department Chair will review one class during the adjunct faculty member's first semester at UM. Thereafter, adjunct faculty who continue to teach at UM will be observed at least once every year. Evidence of problems in the classroom will result in more frequent visits. The Department Chair may designate full-time faculty members to assist with conducting evaluations after the adjunct faculty member's first semester.

The chair will provide a formal evaluation of teaching performance of adjunct faculty each semester after student course evaluations and peer evaluations are reviewed and prior to the beginning of the next semester in which the adjunct faculty member will teach. The primary categories for evaluation are organization and preparation for class, engagement of learners, delivery of instruction, fairness, and accessibility.

Students and peer observers are asked to rate the instructor's performance in the following five areas:

1. Organization/Preparation (preparing and distributing a complete syllabus, making good use of class time, stating objectives and defining expectations clearly, arriving to class promptly and with all necessary materials/equipment, and organizing course content logically or with some perceivable structure)

2. Engagement (maintaining students' attention, generating students' interest in the subject matter, inspiring students to want to learn more about the subject matter, motivating by example, and promoting and achieving student participation)

3. Delivery (explaining concepts clearly, demonstrating concepts of modeling skills when appropriate, pacing instruction for understanding, questioning effectively, and demonstrating high levels of enthusiasm and energy)

4. Fairness (exhibiting genuine interest in helping students understand and master content/skills, using fair and impartial grading procedures, responding respectfully to student questions and viewpoints, and providing prompt and meaningful feedback on performance)

5. Accessibility (responding to student e-mails/inquiries, exhibiting willingness to discuss course content with students outside of class, and maintaining reasonable and regular office hours)

The assessment and evaluation of teaching will play an important role in determining suitability for future part-time employment. (Refer to Section 2 of the Faculty Handbook and Policy 02:230)

X. Campus Map

Click here for a campus map.