Faculty Handbook

University Center
4801 Career Avenue
Sioux Falls, SD 57107
605-274-9500 ● 1-866-220-7085
www.SDUniversityCenter.org

Welcome!

Thank you for joining our team at University Center! We appreciate you wanting to be a part of the broader UC Learning Community. The information on the following pages outlines the policies and procedures at University Center.

Please feel free to call the UC Front Desk at 605-274-9500 with any questions.

Sincerely,
University Center Staff

University Center Offices/Departments

UC Security:
   AM Hours 605-929-2823 | PM Hours 605-334-9357 / 605-929-2823

UC Facilities:
   Office – 605-274-9513 | Mobile – 605-929-2823

UC Helpdesk (IT) (Hours subject to change based on staffing):
   Office/Mobile – 605-274-9525| FADM-135 | See Hours

UC Testing Center (Hours subject to change based on staffing):
   Office – 605-274-9550 | FADM-168 | See Hours

UC Business Office (Hours subject to change based on staffing):
   Office – 605-274-9520 | FADM-133 | See Hours

UC Student Success Center
   Office – 605-274-9517 | FADM-205 | See Hours

Visit the University Center Faculty/Staff Directory for more detailed information

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University Center Vision, Mission, and Values (2017)

Vision
University Center-Sioux Falls will be a primary driver of individual prosperity and economic vitality for the Sioux Falls region and the state of South Dakota.

Mission
University Center-Sioux Falls provides local access to the state's public university system, with an emphasis on career-focused education at the certificate to doctoral program levels.

Primary Values
University Center-Sioux Falls is a student-centered and community-focused organization.

Secondary Values:

• **ACCESS**: UC-Sioux Falls provides access to an affordable, high-quality public education.
• **DIVERSITY**: UC-Sioux Falls respects the identities and needs of all people.
• **STUDENT SUCCESS**: UC-Sioux Falls provides support services to help individuals achieve their highest potential in their life and career.
• **PARTNERSHIP**: UC-Sioux Falls develops community partnerships based on active collaboration to achieve common goals.
• **WORKFORCE**: UC-Sioux Falls focuses on academic programs that respond to regional workforce needs and prepare students for career success.
• **TRANSFERABILITY**: UC-Sioux Falls strives to provide courses and programs with seamless articulation between educational institutions in the state's regental and technical systems.
• **EFFICIENCY**: UC-Sioux Falls is dedicated to the efficient and effective use of its resources.

Faculty at University Center
In our ongoing effort to express the Vision, Mission, and Values of University Center, we offer an annual UC Excellence in Teaching Award. Since 2011, the University Center Excellence In Teaching Award has recognized individual faculty members for high quality teaching and outstanding dedication to student learning in the unique and diverse learning environment of University Center. This award is student, department, and/or staff driven via their nominations and are rated by a committee based on these areas:
- Demonstrating a high level of classroom preparation
- Maintaining well-organized courses
- Maintaining rigorous courses and high standards of academic performance
- Communicate clearly and be accessible to students
- Making significant positive contributions to the academic environment of University Center
- Staying current in one's own discipline and/or the field of educational research

CLASSROOMS & FACILTIES

If you need assistance with the equipment in the classrooms, contact the UC Help Desk – See directory at the front of this handbook. If equipment is not working and you need to submit a Help Desk Ticket, visit UC Requests.

The I.T. Help Desk assistants are available to help students, staff and faculty with classroom set-up, utilizing the classroom equipment, computer-related questions, and DDN needs. Also, the classroom phones have a direct access button that can be pressed to quickly contact the Help Desk and/or the UC Front Desk without having to know the number:
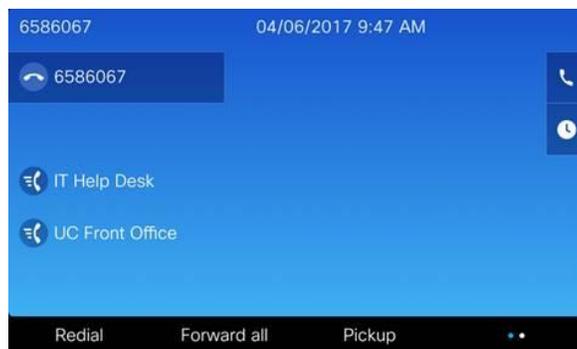
Equipment in most classrooms consists of an Elmo, computer, VCR/DVD, screen and white board. Equipment is controlled by a touch screen on each podium. Written instructions for the touch screen are listed on each podium.

Podiums

Podiums in the classrooms are wired in specific locations and they cannot be moved.   Please do not remove any equipment from the podiums.

Laptop Policy

You may bring your own laptop to use in classes; however, you are required to have it checked for security reasons. Please bring your laptop to the UC Help Desk to have the computer help desk staff check it and connect it to the wireless network.

Classroom Set-Up

You may change the arrangement of the classroom tables and chairs to fit your teaching style and needs. However, you **MUST** return the room to its original set-up for the following class periods. Do not remove chairs and/or tables from classrooms. Do not move podiums or equipment. Contact UC Help Desk for any questions related to technical needs.

Scantron

If you use bubble sheets for exams in your classroom and wish to have access to a scantron, there is a machine located in two areas: the workroom in FSC1 (NOTE: The scantron in FSC1 does not provide statistical data) and at the testing center in FADM. Staff at UC-SF can help with processing these as long as we have 24 hour notice to ensure timely processing. If you are teaching a course after 6pm or on a weekend, bring the completed scantrons to the Testing Center for processing after 6pm. To better utilize the staffing and efficiency in this area, we will plan on a 1 day turn-around timeframe for your scoring needs between the hours of 8 AM-12 PM daily rather than an immediate turn-around at any time of the day. When you drop off your forms, please leave with instructions on how you would like them scored, i.e.:

1.) Scored only with no statistical data.
2.) If you would like this option only, you can certainly score the exams yourself over at the FSC1 faculty suite area (workroom) at any time as there is a scantron over present for faculty use only. Someone can show you how to do this if you are interested.
3.) Scored with partial or all statistical reports:
   a. Frequency Detail, Detailed Item, Item Analysis, and Condensed Item
4.) Identify if you want PDF or Excel file format for the reports AND an email address to send the results too.
5.) Finally, on the answer key, make sure that you mark how you want them scored – Correct Answer or Mark X on the top of the form under the scoring option. Also, the item count on the side needs to be filled completed as well.
6.) Some DON'T's included:
   a. Please do not mark 2 keys when there are 2 different versions, if this is marked, it will need to be erased.
   b. Do not fill in A or B on the top for a version, it this is marked, it will need to be erased.
   c. If there is any writing on the top or on the form anywhere (other than in the space designated) the forms will not be scored.

Software

The computers in the classrooms and labs provide the most up-to-date programs that are verified for security and internet access. If you have special software needs, please return the software request form and licensing information to the UC Help Desk three weeks prior to the beginning of the semester.

STUDENTS CONTACTING FACULTY

Students need to contact the faculty member directly, **not the University Center office**, with questions, messages, or if they will not be in class. Faculty are to provide students with their preferred contact information: phone number, email address, etc. via syllabi.

Faculty Folders/Mailboxes

The faculty mailboxes are located in the Academics and Student Services area and in the Faculty Office Suite at FSC1. It is **important** to check your mailbox before each class period for any messages, paperwork or other communications. If your course is taught after the front office in FADM has closed, use your Faculty ID Card to swipe into the Academics and Student Services area so you can check your mail. Your mailbox is located based on:

FSC1: Any adjunct/faculty teaching or have an office in FSC1
FADM: Any adjunct/faculty teaching or have an office in FADM

Your Contact Information
Before the semester begins, you should receive an email from the UC Academic Senior Secretary, asking for a mailing address and phone number. The mailing address will be used in case you are not at UC often and prefer to receive your mail at another location. Your phone number will not be used for student use, but for any urgent circumstances in which we need to contact you immediately. This number can be a personal or other office number. No information will be posted without your consent.

Email addresses will be provided by University Center for those who need one in the event that your HOME institution does not provide you with one. If you need help setting up your email account, contact the UC Help Desk (see the contact information on page 2 of this handbook). Important faculty information and announcements will only be sent via email.

Office Hours
While UC Full-Time faculty are required to post and provide regular office hours to be available for student contact, adjunct faculty are not required to hold office hours; however, as a way to assist your students in building relationships and creating success, it is recommended to list some availability either before or after your course or perhaps at a different time. Once you have determined what hour(s) each week during the semester you would have available, indicate that in your syllabi. For UC-Based full-time/Part-time faculty, your office hours should be posted on or near your office door.

- 1.5 to 2 hours a week per class.
- Faculty include in syllabi a statement that you are available by appointment and established reasonable and responsible email response times of a maximum of 48 hours M-F excluding holidays, semester breaks and sick or personal leave.
- Faculty who teach online classes or who set assignment deadlines over the weekend set email response times that take into account students' need for information and reassurance as assignment deadlines draw near.

SYLLABUS
An electronic copy of your syllabus must be kept on file with the Office of Academic Coordination. Make sure you include both a list of office hours and also an email address and/or phone number by which students can reach you, noting which method of contact you prefer. Send your syllabus to the Academic Senior Secretary in the Faculty Suite or to the Academic Program Coordinator, see the directory on page 3 of this handbook.

Final Exams and Important Dates
At University Center, the final exam week follows the same schedule as the class schedule during the semester – UC does not have a different exam week schedule like the main campuses. Final exams must be scheduled during the stated finals week according to the regularly scheduled class day/time for each course. If your course schedule doesn't allow enough time to complete the final exam in a single course meeting during finals week, it is recommended that the final exam be split into sections to be offered over two class periods during finals week. If additional time is needed on one of those days, UC can book the space for additional time. See Room Reservations to submit a request. All important dates set by the SDBOR system must be followed, for example, every Fall semester there is "Reading Day" (the day before Fall finals begin) where no classes are held, but offices are open. If your course is slated to meet on this Reading Day, your course will not meet and your final will be held on the course's next meeting day. See Academic Calendar for Important Dates.

SERVICES

Copies

Copies can be made for your class with a 1 day advance notice for small jobs (no more than 50 pages) and 2 days for large jobs (over 50 pages); send the request via the form below and upload the document(s) that you need copied/printed; see UC Copy Request Form. If you are doing your own copying, please utilize the copiers in FADM 127 or FSC1 221 using your university assigned copy code. If you don't know your copy code, please contact the UC Business Office or the Faculty Suite Academic Secretary.

ID Cards

The UC Business Office (FADM Room 133) can issue ID cards to all faculty who teach at University Center. Students can also obtain ID cards for their own printing needs and should not rely on faculty to print for them during class. Faculty ID Cards are necessary to access the UC buildings/spaces and certain secured areas inside FADM and FSC1 (i.e. assigned mailboxes).

Virtual Bookstore

University Center has a contract with eCampus to provide books and supplies via an Online Bookstore. The eCampus Web site will allow University Center students to "Shop by Course" for books and grant to University Center the right to suggest modifications to the University Center Virtual Bookstore, which shall include Web pages with Secure Socket Layer ("SSL") protection allowing online consumers to purchase University Center's books. University Center shall provide eCampus with the relevant information and content for University Center Virtual Bookstore.

Book Orders

Textbook information for all face-to-face and DDN classes in Sioux Falls should be provided to eCampus via the Faculty Administration Support Tool (F.A.S.T.) where faculty can upload syllabi and course notes, make adjustments to the virtual bookstore design, access our adoption tool, and load information for courses, students and course adoptions. Questions on accessing this tool can be sent to eCampus or Aaron Anthony. Orders should be provided prior to one month of courses starting at minimum. Textbook orders must be renewed every semester (not automatically reordered). Faculty should submit their book orders via the online form found here: www.sduniversitycenter.org >> academics >>faculty. See the Faculty Book Order Form

Policy and Procedure Questions

Direct all of your questions and concerns to the Academic Program Coordinator at the University Center. You may also review pertinent policy documents on the UC Faculty Page.

Classroom Assignments

If you have questions or concerns regarding your assigned classroom, or if you need an additional classroom, please contact the Academic Senior Secretary in the Faculty Suite. Every effort will be made to accommodate your request if classroom space permits. In many instances there will be another class beginning approximately 15 minutes after your class ends. Please dismiss your class on time to allow the incoming faculty enough time to set up for their class.

Parking Pass

Parking passes are available for faculty at the UC Business Office in FADM-133. Please park only in the designated faculty parking spots.

Student Success Center (SSC)

The hours for the Student Success Center (SSC) and contact information are located at the Front of this Handbook or via the [Student Success Center](#). Services provided by the SSC include tutoring, writing center, research librarians, student success coaching, career services, textbook and laptop checkout, peer mentoring, quiet room, student clubs, academic and life skills workshops and programming, reserving instructor materials for student use, and more. All services offered in the SSC are walk-in basis and free to students. If you have any students you would like to recommend to become a tutor and/or would like the textbook for your course to be available for checkout in the SSC, please contact the Student Success Coordinator at UC. The hours for the Student Success Center and contact information are located at the front of this handbook or via the [Student Success Center](#).

TESTING SERVICES at UNIVERSITY CENTER

The UC Testing Center provides a quiet, secure, and comfortable environment for students to complete exams. Located in FADM 168, students can schedule appointments online at http://www.sduniversitycenter.org/studentservices/TestingCenter/ Appointments are required and should be made at least 2 business days in advance or 1-2 weeks in advance during midterms and finals, also appointments must be made online. ***Each face-to-face course at University Center is allowed to have 5 make-up exams*** scheduled in the Testing Center. If there are extenuating circumstances that may push over 5 instances, faculty should contact the Academic Program Coordinator.

Last Day to Drop/Add and Last Day to Withdraw from a Class

Within your syllabus schedule, include the last day to drop and add (with 100% refund) and withdraw with a "W" from the course, and all holidays and times that the class will not be meeting. The Academic Calendar can be found on our website at: http://www.sduniversitycenter.org/events. Please note that the SDBOR system has implemented a lifetime limit policy on drops, See [SDBOR Policy on Drop Limits](#).

DESIRE2LEARN

Faculty are responsible for requesting a D2L site from their home university. They are also responsible for assisting students with the log-in procedure. University Center staff are not able to access D2L for students. If you need help with D2L, contact UC Help Desk.

Desire2Learn Support Web Sites:

USD: http://www.usd.edu/technology/links.cfm?catid=89
DSU: http://support.dsue.edu/d2l
SDSU: https://www.sdstate.edu/support-desk
NSU: http://northern.edu/help/tutorials/d2l/index.htm
BHSU: BHSUHelpDesk@bhsu.edu

ADA POLICY

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act). The University of South Dakota has designated the Vice President of Administration & ITS, as the Coordinator to monitor compliance with these statutes. Section 504 obligates USD to provide equal access for all persons with disabilities.

ADA Policy Verbiage for Syllabi

It is the policy of SDBOR universities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, to ensure that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of any program or activity. Each person who has met the academic and technical standards for admission to or participation in university programs shall receive the accommodations needed to ensure equal access to educational opportunities, programs and activities. Reasonable accommodations are those that do not fundamentally alter the nature of the program, that can be provided without undue financial or administrative burden, and that can be provided without lowering academic and other essential

performance standards. A student is responsible for the accommodation process and actively participating in the process by making timely and appropriate disclosures and requests. Any delay in the process on the student's part may result in limiting the ability of Disability Services to provide reasonable accommodations. The process includes:

1. Self-Disclose Disability and Register
    a. It is the student's responsibility to identify as a person with a disability and register with Disability Services. A student may self-disclose at any time, however students are encouraged to self-disclose and register before classes begin. A student may contact Disability Services via e-mail or phone to schedule a time to meet to self-disclose, register, and begin the interactive process of requesting accommodations.
2. Provide Disability Documentation
    a. A student must provide Disability Services with documentation to support their request for accommodations. Each student and each disability is unique, therefore the type of documentation each student provides will be different. However, all documentation must be current and relevant, address the current impact of the disability, and illustrate a connection between the disability and the requested accommodation.
3. Request Accommodations
    a. Accommodation requests are approved to ensure full access to the educational opportunities, programs, and activities of all SDBOR institutions. Accommodations ensure access by lessening or removing a barrier that may exist due to the student's disability. A student must request accommodations that are reasonable and appropriate in a college setting.
4. Actively Communicate
    a. A student must actively and continuously communicate with Disability Services and their professors to assure the accommodations are effective. Active communication also allows for accommodations to be adjusted as needed throughout the course of the semester.

If you are a student with a disability, please contact Disability Services as soon as possible if you want to request accommodations. If you are a student and you suspect you may have a disability, contact Disability Services. Disability Services will refer you to the appropriate agency or organization for evaluations. Visit the UC ADA Site for contact information.

- University Center— (605)274-9539 (initial contact)
  (http://www.sduniversitycenter.org/studentservices/disabilityservices/)

  - BHSU— (605)642-6099
    (http://www.bhsu.edu/StudentLife/Learning/DisabilityServices/tabid/162)

  - DSU— (605)256-5121
    (http://dsu.edu/student-life/disability-services)

  - NSU— (605)626-2371
    (https://www.northern.edu/campus-life/disability-services-nsu)

  - SDSU— (605)688-4504
    (https://www.sdstate.edu/disability-services)

  - USD— (605)677-6389
    (http://www.usd.edu/student-life/disability-services)

Webadvisor

The universities no longer use paper rosters or grade sheets. All instructors must access class rosters, mid-term and final grading reports through Web Advisor. YOU MUST HAVE AN EMAIL ADDRESS IN ORDER TO ACCESS WEBADVISOR. If you do not have an email address, University Center will provide you one. Accessing your Webadvisor is important so that you can see your roster. Contact the Office of Academic and Student Services team for instructions on the use of Webadvisor. Students will only be able to access their grades through Webadvisor: Set-up your access to your Webadvisor.

Notifying Your Students

Notifying students of assignments required by the instructor prior to the first day or night of class is the responsibility of the instructor. If your class is cancelled for any reason, please call the front desk at 274-9500 immediately and we will post a sign in your classroom and on our website. We encourage you to establish an e-mail distribution list or Desire2Learn site for your class so that you may contact students directly. **We will not contact students.** The instructor will need to contact the students with additional information about assignments for the missed class.

Copyright Laws

Remember that copyright laws do exist and apply to web site materials. Please direct any questions to your campus copyright representative.

Attendance Check/ROSTERS

It is extremely important you verify attendance and report discrepancies during the 100% refund time frame. Your university needs to know who on the roster has not attended or who is attending but is not on the roster. This verification is important for financial aid, drop and withdrawal procedures. University Center staff will attempt to contact no shows and students in attendance who have not registered. As a faculty member, you are able to see your roster in Webadvisor. If you need a roster printed for your course, contact UC Academics and Student Services Team to have one provided to you.

EARLY ALERT/STARFISH/EAB: Student Success Collaborative

Faculty who have concerns with student absences and/or academic difficulties are encouraged to use the on-line Early Alert system Starfish or EAB (log-in using your Webadvisor credentials through Webadvisor). Once submitted, an advisor will attempt to contact the student(s) and will provide feedback to the faculty member. All classes at University Center are available for Early Alert. Faculty may begin submitting Early Alerts following the add/drop dates. Faculty may contact the office of Academic and Student Services with questions pertaining to Starfish, the Early Alert system. Please note that the SDBOR system has implemented a lifetime limit policy on drops, See SDBOR Policy on Drop Limits.

NO SHOW POLICY

At the beginning of each semester, a student roster will be placed in each faculty's mailbox. Faculty are asked to notify the Academic Program Coordinator of any student who is on the roster but not attending the class during the drop/add period. Students will be contacted by the Academic and Student Services staff to verify the student's plans to attend class, drop or withdraw. Please note that the SDBOR system has implemented a lifetime limit policy on drops, See SDBOR Policy on Drop Limits.

STUDENT OPINION SURVEYS/CampusLabs

Student surveys will be provided each semester by the Academic Coordinating Team. These will be done electronically via a web-based tool starting in Spring 2017 via CampusLabs. CampusLabs can be access by faculty here: Faculty version: https://sdbor.campuslabs.com/faculty/ (use D2L/WebAdvisor login credentials). Be watching for information about this process toward the end of the semester. The current agreement between the Board of Regents and the Council of Higher Education requires that every faculty member be evaluated annually. The major purposes of the evaluation are to determine the level of performance relative to established standards, to assess

progress toward promotion and/or tenure, and to inform annual salary decisions. (Section XI. 2-1). In regard to student opinion surveys and their relationship to evaluations, the agreement states that "the evaluation…will include student opinion surveys…if the faculty unit member's duties include teaching." (Section XI: 11.2.2). Given this, the following guidelines will apply.

Every instructor of record, regardless of location and type of contract, will administer the student opinion survey in every section of every course during every term. The only exemption to this guideline is for a multiple section course when multiple sections are taught by the same faculty member. In this situation a student opinion survey does not need to be administered in every section of a multiple section course. However, all students in every multiple section course will be given the opportunity to provide written comments in a confidential manner. The Student Opinion Survey should be administered during the last three weeks of class instruction prior to finals week and at the beginning of the class period. It is important to provide students with sufficient time to complete these surveys confidentially. Any questions can be directed to the Academic Programs coordinator.

CampusLabs Process
The current agreement between the South Dakota Board of Regents and the Council of Higher Education requires that every faculty member be evaluated annually. Course evaluations play a role in this process but are not the only measure of a faculty's performance. The major purposes of the evaluation are to determine the level of performance relative to established standards. The IDEA Survey is administered during the last three weeks of class instruction prior to finals week. Classes with non-traditional end dates including Summer sections administer the survey in the last week of classes. Here is the process as of 8/7/17:

1.) Watch for email from CampusLabs with Subject: "IDEA Student Ratings of Instruction"
   a. Visit https://sdbor.campuslabs.com/Faculty to set up your evaluations and obtain the link to share with your enrolled students: log-in with your Webadvisor credentials.
      i. If having students complete the surveys electronically during class, it is important to provide students with sufficient time to complete these surveys confidentially; faculty member is not to be present in the classroom when students are completing the survey.
   b. Set the Learning Objectives (choose 3-5 objectives)
   c. Provide your students this link: https://sdbor.campuslabs.com/courseeval/
   d. Detailed information on how to select objectives can be found at http://ideaedu.org/support/strategies-for-selecting-learning-objectives/. For more information on best practices and official training, go to http://www.usd.edu/institutional-research/services-and-tools.

FREEDOM IN LEARNING
Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college which offers the class to initiate a review of the evaluation.

VISITOR POLICY
The Visitor Policy allows an individual to take a University Center course for a reduced rate of $100

(maximum of two courses per semester). Visitors will be able to sit in on the class and listen to the lecture, but are not required to turn in any assignments, tests or any other graded work. Visitors are responsible for purchasing the required books or any other classroom materials as needed. This policy applies to an individual who is not currently taking classes in the Regental system, when there is space available in the class and with instructor permission. Anyone desiring to be a visitor must obtain a form from Academics at University Center and then have the instructor review/approve with their signature on that form. See the Visitor Policy for more information.

TESTING POLICY
Make-up exams may be given to those students who, for extenuating reasons, cannot take an exam at the appointed time (each section at UC-SF is allowed 5 instances; however, if more instances are needed accommodation may be made, but that request will need to go to the Academic Program Coordinator). Extenuating circumstances would cover illness, child's illness, weather, and other emergencies. Appointments and other outside activities that can reasonably be scheduled at another time are not considered emergencies and students should be expected to take the exam at the appointed time. Students must register each time for each exam they take through the testing center, see RegisterBlast for student registration.

Make-up exams for students should be given to the Testing Center Staff in FADM 168. The Testing Center hours are available via the UC Website. **DO NOT LEAVE EXAMS AT AN UNATTENDED DESK**.

A make-up exam instruction sheet can be picked up at the Testing Center; however, the Online Make-up Exam Form is faster and preferred for security etc. In the case of multiple section classes (e.g. MATH 101, PSYC 101, SPCM 101, etc.) a section number must be included. Instruction sheets that are unclear (student's name, deadlines, instructions, etc.) will be returned to the instructor for clarification. University Center does not provide in-class proctors. It is the students' responsibility to set up testing appointments by contacting the Testing Center. Walk-ins will not be accommodated except for ACCUPLACER testing.

The following guidelines must be followed for testing:

- Instructors teaching face-to-face courses are responsible for administering their own exams.
- The testing staff will **attempt to accommodate** a full-time faculty member and student for a make-up exam when a mutual testing time cannot be arranged. The faculty member must adhere to the rules established for on-campus and adjunct faculty.
- On-campus and adjunct faculty may arrange for make-up testing through the Testing Center.
- The maximum number of make-up exams allowed **per section** is **5. On-campus and adjunct faculty** should notify the ADA representative at UCSF for the need to exceed the limit of 5 in extenuating circumstances.
- A deadline date must be included on the instruction sheet. Expired exams will be returned to the instructor and students who have not scheduled an appointment by the deadline date will need to contact the instructor for alternative testing procedures.
- Faculty are **NOT** allowed to drop a student off for exam proctoring.
- Students requiring special accommodations should contact the ADA representative at UCSF. The Testing Center staff does not accommodate students requiring exam reading or one-on-one testing.
- The Testing Center staff will assist with ACCUPLACER, CLEP, Exit/TekXam, etc. See site
- Sioux Falls-based Pharmacy and Nursing sections are responsible for administering exams to their students.

- Science labs are allowed to administer quizzes/exams during finals week, but may not test over any new content.
- Additional materials (study guides etc.) **will not be scanned and emailed by UCSF Testing Center staff**. Instead, one of these alternatives must be followed:
  - Utilize a scanner/computers in the Computer Lab (Mon-Thurs 8a-10p and Fri 8a-5p).
  - Front Desk staff can mail/route the study guide to a determined address/location (Mon-Thurs 8a-6p and Fri 8a-5p).
  - Front Desk staff can scan and email as desired (Mon-Thurs 8a-6p and Fri 8a-5p).
  - Business Office staff can scan and email as desired (Mon-Thurs 9a-6p and Fri 9a-5p).

The following applies to students who do not take classes at one of the six participating universities, USD, SDSU, DSU, BHSU, SDSMT or NSU and who request test administration services.

- Students enrolled in correspondence or Internet courses from any college or university other than one of the five partner universities, who require testing accommodations will be assessed a $25 per test administration charge for any non-University Center Sioux Falls based course.

- Students taking classes on-campus at USD, SDSU, DSU, SDSMT, NSU or BHSU and asking to take a campus course exam in Sioux Falls will not be assessed a $25 per test administration charge. This must be prearranged by the instructor teaching the course.

- Students not enrolled or intending to enroll in the Regental system who seek to take a standardized test (e.g. Accuplacer) will be assessed a $25 per test administration charge.

- The student is responsible for paying the test administration charge prior to the test and should not expect reimbursement for these costs.

- University Center can and will serve as a center for certain other tests (e.g. CLEP) and will assess charges according to the fee schedules permitted as a recognized testing site.

FINALS WEEK

Students attending University Center are typically working adults with family/life obligations unlike the main campus student. When students at UC commit to a course, it's day(s) of offering, and it's time(s) of offering they inform their work, adjust their family life, etc. to make time for the course. Changing the time and date for finals away from the originally scheduled course time at UC-SF can be disruptive in this regard. If we allow changes in time of day at UC-SF for Final's Week in more classes, we would have chaos in an attempt to manage the routing of students, scheduling of rooms, and in informing our partner campuses. Basically, to ensure stability in schedule along with appropriative expectation of student attendance, every effort to keep the final on the originally scheduled course day at University Center is paramount. Main Campus location has a greater level of latitude regarding this approach to final's week; however, our location and our student body type doesn't afford this approach.

In exceptional cases, UC-SF can make accommodation, but there really is a student (would a student who was told that their course is every Wednesday, then be expected to change schedule…what if they can't, what if they can only attend on that Wednesday?) and organizational aspect (basically moving courses to different rooms at different times while having the standard schedule running alongside those changes would make things appear as though every room is booked and it would be incredibly challenging to know where and when students are expected to take exams) to this that could create unintended consequences: 1.) significant reason, 2.) students are made aware and can accommodate (instructor's responsibility), and 3.) space availability are the three required focus points in order to make an accommodation. Final exams should be held on the same day that the course is offered to maintain consistency at the UC-SF site.

Testing Students with ADA Accommodations

If a student requests accommodations for distraction free location and/or extended time, contact

the [Testing Center](#)—all exams must be emailed to this representative. It is the student's responsibility to communicate with faculty and the ADA rep. to schedule an appropriate time. Accommodations will be made at FADM; therefore, 24 hours' notice is recommended for any accommodations.

WEATHER POLICIES

Cancellation Policy for Inclement Weather

Please watch/listen to local television stations, be aware of Campus Alert System, and check social media pages for information regarding inclement winter weather impacting operations at University Center. In an event of inclement & pending winter weather, administration will make a decision by 6:00 a.m. M-F on whether the offices will be closed or opening at a later hour in the morning. If it becomes evident to close during operational hours administration will make a decision in advance or prior to the next course start time with consideration for everyone that is traveling.

Faculty may elect to cancel their own individual courses even if UC operations are decided to continue; in those events, faculty are asked to contact the UC front office (Admin Building) at 605-274-9500 and indicate their name, the course, and room/building if known. The UC front office will then inform the academic program coordinator, create a sign for door posting, and connect with marketing and the academic program coordinator in order to post relevant information on the UC website and/or on other digital communication tools.

Faculty are asked to send a message to their enrolled students using D2L and/or downloading student email addresses from Webadvisor and sending that way which also affords the faculty the ability to provide students with additional information about future assignments for any missed class. It is encouraged for faculty to establish an electronic e-mail distribution list, or use Desire2Learn, to facilitate quick and easy communication with enrolled students. UC Staff will not be able to contact students individually.

Tornado Policy

In the event of a tornado, seek shelter in an interior room on the first floor. Shut the door of the room to reduce the risk of injury from flying glass and other debris. FADM Rooms 152, 245, 250 and 253 and FSC1 Rooms 107 and 108 are all appropriate places to seek shelter.

Smoke & Tobacco Policy

The University Center is committed with providing a safe and healthy learning environment that is conducive to the physical and mental well-being of everyone while on campus. <u>No smoking or the use of tobacco or similar products is permitted at any point while at any of our campus buildings or their respected sidewalks & grounds.</u> This is defined as, but not limited to: cigarettes, pipes, cigars, snuff, chewing tobacco, e-cigs, and any device that emits smoke or vapor or a similar substance.

SECURITY

UC Security
See contact information at the front of this handbook.

EMERGENCY POLICIES
Medical Emergency
- Call 911—stay with the dispatcher until told to hang-up
- Stay with ill/injured person
- Contact administration at the University Center if 911 is called
- Request students leave the classroom
- Send someone to flag down emergency vehicle
- If you are not teaching a class—contact administration at the University Center
- Do not administer ant medication

Fire/Explosion
- ACTIVATE ALARM
- ASSIGN student to special needs student
- LEAVE BUILDING IMMEDIATELY (best EXIT noted above classroom doorway)
- **INSTRUCTOR Directions**
    - Instructor should be the last one out
    - All students are out
    - Window/doors closed
    - Lights off
    - If you are teaching a class—take roll
- REMAIN OUTSIDE until the ALL CLEAR is given by an authorized UC person

Tornado/Hazardous Weather
- Alarm sounds
- Assign student to special needs student
- Move into interior hallway or windowless classroom—lowest level possible
- Turn away from windows or other expanses of glass
- Cover head (with clothing if possible)
- If evacuation is not possible, take shelter under desks or tables
- Wait for the ALL CLEAR given by an authorized UC person
- **INSTRUCTOR Directions:**
    - If you are teaching a class-take roll, if there is damage STAY with students
    - If you are not teaching a class and there is damage at FADM—go to the Business Office or if you are at FSC1, go to Room 107 or 108.

Hazardous Material Spill
Outdoors
- Stay indoors
- Close windows—no air leaks
- Secure all doors—nobody in or out (except authorized person or emergency response individuals)
- WAIT for the ALL CLEAR and OTHER INSTRUCTIONS

Indoors
- LEAVE BUILDING AS ORDERED (or same as fire)
- Assign student to special needs student
- WAIT for the ALL CLEAR before reentering and OTHER INSTRUCTIONS

Instructors:
- If you are teaching a class—take roll

Armed Intruder/Hostage/Lock Down/ALICE
- LEAVE building immediately—if possible
- Assign student to any special needs student
- If a cell phone is available, DIAL 911—REPORT LOCATION OF INTRUDER
- Call University Center administration at 605-367-5640

Lock Down—Procedure
- Place colored window cling (located on each classroom bulletin board) where it can be seen on a window.
    - Red—injury/need assistance
    - Green—OK
- LOCK THE DEADBOLT ON DOOR
- LIGHTS OFF
- KEEP QUIET
- WAIT FOR ROOM TO BE CLEARED—By authorized person, emergency response individuals or a member of the UC leadership team

Instructors:
- If you are teaching a class—take roll

ALICE Response Plan
In the event of an active shooter or armed intruder, the UC has adopted the **ALICE** response plan to assist you in determining the best options available to survive an attack. The **ALICE** response does not follow a set of prescribed actions, and you may not need to utilize all of the five steps when confronting an armed intruder or active shooter. Your survival is the most important outcome.

Alert
- Any number of things can alert you to a shooter situation:
    - Gunfire
    - Witnesses
    - Unusual commotion on/in buildings
    - Phone/Text alerts

Lockdown
- A lockdown is a semi-secure starting point from which to make your survival decisions. If you decide not to evacuate, secure the room.
    - Lock the door.
    - Cover any windows in the door if possible.
    - Tie down the door if possible using belts, purse straps, shoe laces, etc.
    - Barricade the door with anything available (desks, chairs, file cabinets, etc.)
    - Look for alternative escape routes (windows, additional doors, etc.)
    - Call 911
    - Move out of doorway in case gunfire comes through it
    - Silence or place cell phones on vibrate.
    - Once secured, do not open the door for anyone. Unfamiliar voices may be the shooter attempting to lure you out. Police will enter the room when the situation is over.
    - Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to

defend yourself or others.
- o Put yourself in position to surprise the active shooter should they enter the room.

Inform
- Use any means necessary to pass on real time information
  - o Use plan language.
  - o Derived from 911 calls, video surveillance, etc.
  - o Who, What, when, where and how information.
  - o Helps people in or around the areas to make common sense decisions.
  - o Can be given by Flash Alerts, PA announcements, police radio speakers.

Counter
- Use of simple, proactive techniques should you be confronted by an active shooter
  - o Anything can be a weapon.
  - o Throw things at the shooter's head to disrupt his/her aim.
  - o Create as much noise as possible.
  - o Attack in a group (swarm.)
  - o Grab the shooter's limb and head. Take the shooter to the ground and hold him there.
  - o Fight dirty: Bite, kick, gouge eyes, etc.
  - o Run around the room & create chaos.
  - o If you have control of the shooter call 911 and tell the police where you are and listen to their communication when officers arrive on the scene.

Evacuate
- Remove yourself from the danger zone quickly as possible.
  - o Decide if you can safely evacuate.
  - o Run in a zigzag pattern as fast as you can.
  - o Do not stop running until you are far away from the scene.
  - o Bring something to throw at the shooter should you encounter him/her.
  - o Consider if a fall from a window will kill you.
  - o Break out windows & attempt to quickly clear glass from the frame.
  - o Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall.
  - o Hang by your hands from the window ledge to shorten your drop.
  - o Attempt to drop into shrubs, mulch or grass to lessen the chance of injury.
  - o Do not attempt to drive from the area.

What to Expect from Responding Police Officers
- Police are trained to proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting quickly.
- Responding officers will normally be in teams. They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets and other tactical equipment. The officers will be armed with guns. Regardless of how they appear, remain calm, do as the officers tell you and do not be afraid of them.
- Put down anything you may carrying and keep your hands visible at all times.
- The first officers will not stop to aid injured people. Other officers and emergency medical personnel will follow to remove injured persons.
- Keep in mind that after you have escaped to a safer location, the entire area is still a crime scene.
- Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
- Until you are released, remain where authorities designate.

UNIVERSITY POLICIES

Disability Policy Statement (ADA)

All benefits, services, and education opportunities are offered without regard for ancestry, age, race, citizenship, color, creed, religion, gender, disability, national origin, sexual orientation, or Vietnam Era veteran status. Persons of disability desiring to request reasonable accommodations must register with the Disability Services Officer from their home institution. In order to make sure requests are received and acted upon in a timely manner, the student should contact the Program Assistant II covering the ADA, Testing, and SSC policies at UC, see directory in this handbook.

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law which states (a) that a written policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of each student's educational records.

University Center accords all the rights under the law to any person enrolled as a student. No individual or group outside the organization shall have access to nor will the organization disclose any information (except directory information) from students' educational records without the written consent of students except to the following personnel: employees of USD, SDSU, DSU, NSU and University Center as designated by the Executive Director; officials of other institutions in which students seek to enroll; organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests; persons or organizations providing student financial aid; accrediting agencies carrying out their accreditation function; persons in compliance with a judicial order; and persons in an emergency in order to protect the health or safety of students or other persons.

Student Conduct

The following regulations, while not all-inclusive, identifies forms of conduct that infringe upon those expectations, disrupt the orderly progress of institutional activities, and so, expose the actions to discipline (For detailed policy procedure, **See "Policy Documents"** on UC Faculty).

A. *Academic Dishonesty.* Acts of dishonesty, including, but not limited to the following:
   a. Use or giving of unauthorized assistance in taking quizzes, tests or examinations.
   b. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out assignments, or
   c. Acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff.
   d. Plagiarism, which is defined as, but is not limited to, the following:
      i. The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement consistent with accepted practices of the discipline.
      ii. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

B. *Disruption of Educational Process.* Disruption of or interference with the activities of persons who are studying, or otherwise engaging in activities that are consistent with the normal and expected uses of institutional facilities.

C. *Acts of Aggression.* Including threats, intimidation, coercion or other conduct that threatens or

endangers the health or safety of any person.

D. *Sexual Conduct.* Subjection of another person to any sexual act against that person's will or without consent, including any conduct that would constitute a sex offense, whether forcible or non-forcible, under SDCL 22-22-1 through 22-22-7-2.

E. *Harassment.* Discriminatory conduct including sexual harassment, racial harassment, or harassment on any other groups, directed against individuals.

 Theft
Damage to Property
Possession of Stolen Property

F. *Hazing.* No student organization or person shall conduct or condone hazing activities.

G. *Failure to Comply.* Failure to comply with directions of institutional officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so.

H. *Unauthorized Access* to any institutional premises, institutional equipment, data processing systems or information management or storage materials, facilities or systems.

I. *Violation of Other Policies.* Violation of published South Dakota Board of Regents policies.

Bomb Threats

J. *Alcohol or Drug Violations.* No possession, use or distribution of alcohol, marijuana or controlled substances is permitted on the campuses or Regental institutions except where specifically authorized by South Dakota Board of Regents policy.

K. *Possession of Dangerous Weapons.* Illegal or unauthorized possession of firearms, other items defined as dangerous weapons (including firearms, knives, fireworks, explosives, or dangerous chemicals) on institutional premises.

L. *Disturbing the Peace.* Conduct classified under state law or local ordinance as disorderly, lewd and indecent or a breach of the peace.

Reporting Concerns/Grievance Procedure
Faculty or students should report concerns regarding sexual harassment and other forms of harassment to the University Center Executive Director or Academic Program Coordinator. Confidentiality will be maintained to the maximum extent possible in resolving the problem. If a complainant chooses to exercise his/her right to file a formal complaint, the South Dakota Board of Regents Complaint Procedure will be used in the investigation and resolution.

Complaints, witnesses and other persons who have assisted, testified, or participated in any manner in any phase of an investigation will be protected. This policy and applicable Board of Regents, State and Federal regulations prohibit retaliation, coercion, interference and/or intimidation, or any other

adverse act. Persons committing such adverse actions will be subject to disciplinary actions.

Disciplinary Action
The following sanctions may be imposed upon any student found to have violated the institutional Student Code:

- Warning—A disciplinary notice in writing to the student that the student is violating or has violated institutional regulations.
- Censure—A written censure for violation of specified regulations.
- Probation—Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probation period.
- Loss of Privileges—Denial of specified privileges for a designated period of time.
- Fines—Previously established and published fines may be imposed.
- Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service or monetary or material replacement.
- Discretionary Sanction—work assignments, service to the institution or other related discretionary assignments.
- Suspension—Separation of the student from the institution for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. **A student who has been suspended from one Board institution may not be enrolled at another.**
- Expulsion—Mandatory separation of the student from the institution for a period of no less than six years. **A student who has been expelled from one Board institution may not be enrolled unless a granted petition is submitted.**

Appeal of Administrative Decisions

Administrative officers of each university participating in University Center have the responsibility and authority to make decisions within their respective areas of jurisdiction. As in the case of a concern or complaint regarding a grade in a course or other academic issues, a student should first discuss the concern with the official directly responsible for the area involved (i.e. the course professor). If the matter cannot be resolved at that level, a student should contact the Academic Coordinator at University Center. This review process, wherein an official at a given level reviews the decisions of a subordinate, extends to the level of the President of the university. In reviewing a decision, an official will examine the relevant information and the rationale upon which the decision was based. The decision of the subordinate may be reversed (or a re-examination by that official be directed) wherein the review discloses a significant error.

Faculty Online Forms

Faculty Book Order Form
Copy Request Form
Make-Up Exam Form
Vehicle Reservation Request
Faculty Supply Order

Student Code of Conduct Flow Charts

Academic Misconduct Policy

- Academic Misconduct Policy 2-33 and Academic Misconduct Process
- Student Code of Conduct 3-4 and Student Code of Conduct Process
- Student Appeals for Academic Affairs 2-9
- SDSU Academic Misconduct Policy Process

Title IX SDBOR Policy

- Number 1:17: Sexual Harassment
- Number 1:17.1 Prevention of Sexual Assault, Domestic Violence, and Stalking
- Number 1:18: Human Rights Complaint Procedures
- Number 1:19: Equal Opportunity, Non-Discrimination, Affirmative Action
- Number 1:23: Employee-Employee and Faculty-Student Consensual Relationships
- Number 1:28: Threat Assessment Procedures

For more information regarding the appeals process, contact the Academic Programs Coordinator.