Guidelines for
Florida Institute of Technology
Faculty Teaching in the
University Alliance Partnership

January 2010
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Foreword

These guidelines provide a quick reference and answers to many of your questions whether you are a full-time faculty member or an adjunct faculty member. If you are new, I recommend you quickly become familiar with these guidelines. Knowing the guidelines will help you to adhere to university policies.

Another university document that you should consult is the current Florida Tech University Alliance catalog, which is produced annually to be effective for the next fall term. The academic policy portion of the catalog should be of special interest. This document is available online at http://online.fit.edu/catalog. Should you have any questions on these or other matters, please consult your program or department chair. Florida Tech administrators and faculty must also be familiar with the school standards, available at www.fit.edu/registrar/student-handbook.php and the Florida Tech Faculty Handbook, available at www.fit.edu/registrar/faculty-handbook.php.

Mary S. Bonhomme, Ph.D.
Dean, Florida Tech Online
Associate Provost for Online Learning
University Professor
Mission Statement: University Alliance
The mission of the University Alliance (UA) partnership between Bisk Education, Inc. and Florida Institute of Technology is to prepare adult students, wherever they may be located, for rewarding and productive professional careers in a work environment that is increasingly global in scope, driven by rapidly changing technology and focused on quality. In pursuit of the mission, we seek to provide our students with the finest possible education using the most appropriate delivery technology. We offer an education that is reflective of current best practices and that is taught by instructors who are fully qualified academically and by virtue of professional practice.

Mission Statement: University
Florida Institute of Technology is an independent technological university that provides quality education, furthers knowledge through basic and applied research, and serves the diverse needs of our local, state, national, and international constituencies.

In support of this mission, we are committed to:

- An organizational culture that values and encourages intellectual curiosity, a sense of belonging and shared purpose among faculty, students and staff, and pursuit of excellence in all endeavors;
- Recruiting and developing faculty who are internationally recognized as educators, scholars and researchers;
- Recognition as an effective, innovative, technology-focused educational and research institution;
- Recruiting and retaining a high-quality, highly selective and culturally diverse student body;
- Continued improvement in the quality of campus life for members of the university community;
- Providing personal and career growth opportunities for both traditional and nontraditional students and members of the faculty and staff, including those that avail themselves of Florida Tech – University Online;
- Professional accreditation for all appropriate programs.

About the University
Florida Institute of Technology is an accredited, coeducational, independently controlled and supported university. It is committed to the pursuit of excellence in teaching and research in the sciences, engineering, technology, management, and related disciplines, as well as providing the challenges that motivate students to reach their full academic and professional potential. Today, over 6,400 students are enrolled, with over 3,600 students at the Melbourne campus, over 1,200 at Florida Tech’s off-campus graduate centers, and over 1,400 online. Florida Tech offers more than 140 different degree programs in science and engineering, aviation, business, humanities, psychology, and communication. Doctoral degrees are offered in 20 disciplines, while master’s degrees are offered in more than 60 areas of study.
## Academic Calendar

### Spring 1 – 2010
- **Oct. 15**: First day to register for Spring 1 – 2010
- **Nov. 27**: Last day to file a Petition to Graduate for Spring 1 – 2010
- **Dec. 30**: Last day to register for Spring 1 – 2010 without late fee
- **Dec. 31**: First day to register for Spring 2 – 2010
- **Jan. 6**: Last day for Spring 1 – 2010 confirmation of tuition or financial aid
- **Jan. 6**: Last day to register for Spring 1 – 2010 with late fee
- **Jan. 11**: CLASSES BEGIN (Monday)
- **Jan. 17**: Last day to withdraw from a course with full refund
- **Jan. 18**: Holiday (Martin Luther King Jr. Day)
- **Feb. 12**: Last day to file a Petition to Graduate for Spring 2 – 2010
- **Feb. 15**: Holiday (Presidents Day)
- **Feb. 21**: Last day to withdraw from a course with a W and no refund
- **March 4**: Last day for admission eligibility for Spring 1 – 2010
- **March 7**: Last day of classes (Sunday)
- **March 9**: Final grades due by close of business Eastern time

### Spring 2 – 2010
- **Dec. 31**: First day to register for Spring 2 – 2010
- **Feb. 12**: Last day to file a Petition to Graduate for Spring 2 – 2010
- **Feb. 24**: Last day to register for Spring 2 – 2010 without late fee
- **Feb. 25**: First day to register for Summer 1 – 2010
- **March 3**: Last day for Spring 2 – 2010 confirmation of tuition or financial aid
- **March 3**: Last day to register for Spring 2 – 2010 with late fee
- **March 8**: CLASSES BEGIN (Monday)
- **March 14**: Last day to withdraw from a course with full refund
- **April 9**: Last day to file a Petition to Graduate for Summer 1 – 2010
- **April 18**: Last day to withdraw from a course with a W and no refund
- **April 22**: First day to register for Summer 2 – 2010
- **April 29**: Last day for admissions eligibility for Summer 2 – 2010
- **May 2**: Last day of classes (Sunday)
- **May 4**: Final grades due by close of business Eastern time
- **May 7**: Spring Commencement Exercises (Friday)

### Summer 1 – 2010
- **Feb. 25**: First day to register for Summer 1 – 2010
- **April 9**: Last day to file a Petition to Graduate for Summer 1 – 2010
- **April 21**: Last day to register for Summer 1 – 2010 without a late fee
- **April 22**: First day to register for Summer 2 – 2010
- **April 28**: Last day for Summer 1 – 2010 confirmation of tuition or financial aid
- **April 28**: Last day to register for Summer 1 – 2010 with late fee
- **May 3**: CLASSES BEGIN (Monday)
- **May 9**: Last day to withdraw from a course with full refund
- **May 31**: Holiday (Memorial Day)
- **June 4**: Last day to Petition to Graduate for Summer 2 – 2010
- **June 13**: Last day to withdraw from a course with a W and no refund
- **June 24**: First day to register for Fall 1 – 2010
- **June 24**: Last day for admissions eligibility for Summer 1 – 2010
- **June 27**: Last Day of Classes (Sunday)
- **June 29**: Final grades due by close of business Eastern time

### Summer 2 – 2010
- **April 22**: First day to register for Summer 2 – 2010
- **June 4**: Last day to Petition to Graduate for Summer 2 – 2010
- **June 23**: Last day to register for Summer 2 – 2010 without late fee
- **June 24**: First day to register for Fall 1 – 2010
- **June 30**: Last day for Summer 2 – 2010 confirmation of tuition or financial aid
- **June 30**: Last day to register for Summer 2 – 2010 with late fee
- **July 4**: Holiday (Independence Day)
- **July 5**: CLASSES BEGIN (Monday)
- **July 11**: Last day to withdraw from a course with full refund
- **Aug. 6**: Last day to file a Petition to Graduate for Fall 1 – 2010
- **Aug. 15**: Last day to withdraw from a course with a W and no refund
- **Aug. 26**: Last day for admissions eligibility for Summer 2 – 2010
- **Aug. 29**: Last day of classes (Sunday)
- **Aug. 31**: Final grades due by close of business Eastern time
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 1 – 2010</strong></td>
<td></td>
</tr>
<tr>
<td>June 24</td>
<td>First day to register for Fall 1 – 2010</td>
</tr>
<tr>
<td>Aug. 6</td>
<td>Last day to file a Petition to Graduate for Fall 1 – 2010</td>
</tr>
<tr>
<td>Aug. 18</td>
<td>Last day to register for Fall 1 – 2010 without late fee</td>
</tr>
<tr>
<td>Aug. 21</td>
<td>First day to register for Fall 2 – 2010</td>
</tr>
<tr>
<td>Aug. 25</td>
<td>Last day for Fall 1 – 2010 confirmation of tuition or financial aid</td>
</tr>
<tr>
<td>Aug. 30</td>
<td>Last day to register for Fall 1 – 2010 with late fee</td>
</tr>
<tr>
<td>Sept. 5</td>
<td>Last day to withdraw from a course with full refund</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>Holiday (Labor Day)</td>
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<tr>
<td>Oct. 1</td>
<td>Last day to file a Petition to Graduate for Fall 2 – 2010</td>
</tr>
<tr>
<td>Oct. 10</td>
<td>Last day to withdraw from a course with a W and no refund</td>
</tr>
<tr>
<td>Oct. 11</td>
<td>Holiday (Columbus Day)</td>
</tr>
<tr>
<td>Oct. 21</td>
<td>Last day for admissions eligibility for Fall 1 – 2010</td>
</tr>
<tr>
<td>Oct. 24</td>
<td>Last day of classes (Sunday)</td>
</tr>
<tr>
<td>Oct. 26</td>
<td>Final grades due by close of business Eastern time</td>
</tr>
<tr>
<td><strong>Fall 2 – 2010</strong></td>
<td></td>
</tr>
<tr>
<td>Aug. 21</td>
<td>First day to register for Fall 2 – 2010</td>
</tr>
<tr>
<td>Oct. 1</td>
<td>Last day to file a Petition to Graduate for Fall 2 – 2010</td>
</tr>
<tr>
<td>Oct. 13</td>
<td>Last day to register for Fall 2 – 2010 without late fee</td>
</tr>
<tr>
<td>Oct. 14</td>
<td>First day to register for Spring 1 – 2011</td>
</tr>
<tr>
<td>Oct. 20</td>
<td>Last day for Fall 2 – 2010 confirmation of tuition or financial aid</td>
</tr>
<tr>
<td>Oct. 25</td>
<td>Last day to register for Fall 2 – 2010 with late fee</td>
</tr>
<tr>
<td>Oct. 31</td>
<td>Last day to withdraw from a course with full refund</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Holiday (Veterans Day) Observed</td>
</tr>
<tr>
<td>Nov. 25</td>
<td>Holiday (Thanksgiving)</td>
</tr>
<tr>
<td>Nov. 26</td>
<td>Last day to file a Petition to Graduate for Spring 1 – 2011</td>
</tr>
<tr>
<td>Dec. 5</td>
<td>Last day to withdraw from a course with a W and no refund</td>
</tr>
<tr>
<td>Dec. 11</td>
<td>Fall Commencement Exercises</td>
</tr>
<tr>
<td>Dec. 16</td>
<td>Last day for admissions eligibility for Fall 2 – 2010</td>
</tr>
<tr>
<td>Dec. 19</td>
<td>Last day of classes (Sunday)</td>
</tr>
<tr>
<td>Dec. 21</td>
<td>Final grades due by close of business Eastern time</td>
</tr>
</tbody>
</table>
**National Holidays**
For course purposes, Florida Tech honors the following national holidays on the official observance days and courses are not conducted.

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year’s Day

*Note: There are additional holidays listed on the academic calendar. On those holidays, Florida Tech administrative offices are closed; classes are in session.*

**School Closure**
Both Florida Tech and the University Alliance observe national holidays (see the list under the National Holidays section) and students are not required to participate in classes on such days. In the case of an emergency closure of Florida Tech or the University Alliance, if classes are still able to operate, they will continue. In the rare case that the Learning Management System (LMS) is unavailable for maintenance reasons, classes will resume as quickly as possible and students should check the University Alliance Web site ([www.floridatechonline.com](http://www.floridatechonline.com)) regularly for updates.

**Natural Disaster**

*Melbourne, Florida*
If a natural disaster impacts the Melbourne, Florida, location of the Florida Tech main campus, all faculty should check the Florida Tech Web site at [www.fit.edu](http://www.fit.edu) or call (888) 820-4636 for updates. If able, the Online Learning staff will notify the faculty about any campus closings and re-openings.

*Tampa, Florida*
If a natural disaster impacts the Tampa, Florida, location of Bisk Education/University Alliance, the Online Learning staff will notify the faculty about any closings and provide an estimate as to when the Tampa location will be operational.

**Faculty’s Location**
If a natural disaster occurs near the faculty’s location, he/she should contact the LMS coordinator at (321) 501-6795 at the soonest opportunity and inform him of the situation. This telephone number also accepts text messages. If able, the faculty should also attempt to contact the academic department.

The LMS coordinator will post an appropriate message to students within the LMS course site. If necessary, the academic chair will make arrangements for a substitute instructor either temporarily or for the remainder of the term.

**End of Term**
All classes officially end on Sunday night at 11:59 p.m. EST/EDT.
**ADA Students**

Florida Tech strives to provide our students with the accommodations needed to be successful. In order to facilitate that process, students requesting accommodations should do so a minimum of four (4) weeks prior to the start of a course through the Academic Support Center. This time allows Florida Tech to prepare any course materials that may be required.

Individuals with disabilities needing special accommodation(s) should contact Rodd Newcombe, Director, Academic Support Center. He may be contacted by phone at (321) 674-7110 or by e-mail at newcombe@fit.edu.

At the start of the academic term, the Office of Online Learning will provide the Academic Support Center with the faculty/course information for any student that has requested Florida Tech provide accommodations. The Academic Support Center will contact the faculty member to provide assistance and guidance in providing the student with the requested accommodations.

In the situation where a student inquires about or requests accommodations please provide the following information and resources to him/her. You may cut and paste the following text.

> The Coordinator of Disabilities at the Academic Support Center will work with your professors to help accommodate for your disabilities. In order to start that process there is necessary documentation and information. Florida Tech will try to address your needs as best we can. Once accommodations are activated, it is necessary to contact the support center four weeks prior to the next term so they can communicate with instructors and confirm your accommodations for each term. This allows for changes of needs and continued permission to share the accommodations with instructors.

> Please go to www.fit.edu/caps. There are many resources that you will find useful during your educational trek.

> Please also fill out the Disability Intake form: www.fit.edu/caps/documents/DisabilityServicesRequestForm_000.pdf. This form asks basic questions about your needs and what accommodations have helped in the past and what would be requested today. An easy accommodation is extended test time.

> Please e-mail or FAX this form with any supporting documentation, and it will be reviewed. The Coordinator of Disabilities will communicate with you to discern the best path for success here at Florida Tech. E-mail: newcombe@fit.edu or FAX: (321) 674-8072. The supporting documentation is important and may be an education or psychological related evaluation (or medical documentation) that recommends ways of assisting or accommodating for your disabilities, to level the playing field.

**Withdrawal Policy**

The student’s failure to attend classes or giving verbal notification to the instructor DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL. A student who informs an instructor of his/her intent to withdraw should be advised to withdraw using PAWS¹ immediately at www.fit.edu/paws.

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¹ The Panther Access Web System (PAWS) is a web-based application. Web for Faculty allows faculty to enter grades and access faculty schedules and class lists. Web for Students allows students to access and print personal records including final grades.
Faculty do not have authority or approval to withdraw a student. The student is responsible for maintaining written evidence of all drops/withdrawals. Withdrawals during week one are considered drops. A W is not added to the transcript.

Tuition refunds will be calculated based on withdrawal dates as follows:

<table>
<thead>
<tr>
<th>Withdrawal Permitted</th>
<th>Tuition Refunded</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 Yes</td>
<td>100%</td>
<td>By Sunday 11:59 pm EST/EDT</td>
</tr>
<tr>
<td>Week 2 Yes</td>
<td>60%</td>
<td>By Sunday 11:59 pm EST/EDT</td>
</tr>
<tr>
<td>Week 3 Yes</td>
<td>40%</td>
<td>By Sunday 11:59 pm EST/EDT</td>
</tr>
<tr>
<td>Week 4 Yes</td>
<td>No Refund</td>
<td>By Sunday 11:59 pm EST/EDT</td>
</tr>
<tr>
<td>Week 5 Yes</td>
<td>No Refund</td>
<td>By Sunday 11:59 pm EST/EDT</td>
</tr>
<tr>
<td>Week 6 Yes</td>
<td>No Refund</td>
<td>By Sunday 11:59 pm EST/EDT</td>
</tr>
<tr>
<td>Week 7 No</td>
<td>No Refund</td>
<td>Withdrawal not permitted</td>
</tr>
<tr>
<td>Week 8 No</td>
<td>No Refund</td>
<td>Withdrawal not permitted</td>
</tr>
</tbody>
</table>

**Class Rosters**

Class rosters can be found in two locations: (1) PAWS Web for Faculty and (2) in the LMS course site. The roster in PAWS is usually more accurate since the roster in the LMS is reconciled against it. Both rosters will not be available until the Monday of the term start at 12 a.m. ET although there is a possibility that the names will be loaded a day or two earlier. Students will not have access to the LMS course site until the Monday of the term start at 12 a.m. ET.

**Course Curriculum and Syllabus**

The curriculum has already been established for all of the Florida Tech Online courses. Faculty are required to follow the prescribed course outline and syllabus. Faculty contact and availability information will need to be added to the online syllabus before the start of each term. Discussion topics are part of the instructor’s responsibility. Specified points within the syllabus may indicate that a graded discussion topic may be due. The topic and any specifics that the instructor may require are the instructor’s prerogative. Additional discussion topics are encouraged to support specified course objectives, to encourage student participation, to further understanding of the subject, and for the exchange of ideas.

**Desk Copies of Textbooks**

Faculty will be provided with a desk copy of the required textbook for his/her course and any available instructor materials. These materials will be sent to the faculty approximately three weeks prior to the start of the term.

**Course Management System**

The course management system currently used for all University Alliance distance learning courses is the University Alliance Learning Management System (LMS). The LMS will be available to faculty approximately two weeks prior to the start of the term. An e-mail will be sent
to the faculty’s Florida Tech e-mail account giving the username and password to access the LMS. Access to the LMS can be found at www.floridatechonline.com/login.asp.

LMS Training
The LMS training videos are available online at http://dl.fit.edu/video. These videos are a complement to the LMS orientation and review webinars that will be presented approximately three weeks and two weeks prior, respectively, to the start of the term.

For questions concerning the LMS operation, please contact the LMS trainer and coordinator. See the Communication With Florida Tech section for contact information.

Faculty and Student Resources

Library
Florida Tech’s Evans Library provides valuable resources and services to all Florida Tech faculty, students, and staff, including those who participate in extended, distance learning, online, virtual, or off-campus programs. The Web site is www.lib.fit.edu.

Some of the online resources are full-text databases, indexes, full-text electronic journals, evaluated Internet sites, government resources, electronic books, reference sources, subject-specific research guides, research guides, and the library catalog.

To access these resources and services, authentication as an authorized user is necessary. The Florida Tech TRACKS account (user ID and password) will serve as Florida Tech authentication.

RefWorks
RefWorks—an online research management, writing, and collaboration tool—is designed to help researchers easily gather, manage, store, and share all types of information as well as generate citations and bibliographies. RefWorks is available through Evans Library’s website.

Online Tutoring
SMARTTHINKING™ has the online tutoring, writing services, and homework help that students may need to succeed. If students are struggling with the course materials, you may want to direct them to this free service. In the LMS, a link is present in week 1 and in the syllabi of every course offered with the exception of the MSIT program.

If you would like more information about this service, sample tutorials are available at www.smarthinking.com/static/sampleTutorials.

Turnitin®
Florida Tech uses Turnitin® to help ensure originality as well as use of proper citation. It is also designed to help educators and students develop a better sense of what plagiarism means and to provide planning, organizational, and citation information. All instructors will receive Turnitin® account information. Contact the LMS coordinator for additional information.
Faculty Lounge
The faculty lounge located in the LMS is an instructor-only area of discussions, chat, and a content area containing useful information to assist and support faculty. Some of the resources include the faculty guidelines, academic policy manual, and instructions for submitting final grades.

Third-Party Sponsor Verification of Attendance
The LMS tracks attendance automatically. Veterans Affairs, the National Student Clearinghouse, the Department of Education, and others have regulations that necessitate accurate attendance data on students. Moreover, sponsoring officials may require confirmation of employees’ attendance. Faculty concerned about student absences should first submit an Academic Alert Form from within the LMS course site and address the matter to their academic or program chair. Such purpose is to determine if a problem exists and to advise the student appropriately.

Non-Participants/Never Logged In
Students that do not log into their online classroom by the end of week one will be removed on Monday of week two. These students will automatically be processed as a week one 100 percent drop. This applies to undergraduate programs only. Graduate students are not subject to this policy.

Non-Participants After Week 1
The following process will be followed by Florida Tech faculty and administration to support students during the term. University Alliance will follow up with the students as provided by the Director of Online Program Administration throughout the term.

1. The automated student notification system will send e-mails to students who are missing assignments and/or not logging into class on a predetermined schedule. Throughout the term, faculty members will be copied within their LMS e-mail account on the e-mails sent to students.
2. The Director of Online Program Administration will contact the faculty during week 4 to request that faculty complete an academic alert for any students they feel need additional or special follow up. It will not be necessary to report non-participating students through the academic alert process. The director along with other online learning staff will compile this information and research issues to determine the best course of action and next steps.
3. A final list of these students will be shared with the academic departments and University Alliance. The steps taken after the list is distributed are at the discretion of the academic departments.
4. Faculty are encouraged to complete, at any time during the term, the academic alert form (see the Academic Alert section for additional information) that is available within each course site under the resources tab if a student is identified as needing additional follow up.
Academic Alert: Reporting Academic Distress or Student Issues
If, at any time after the first week of the term, you feel a student is in need of intervention by the administration, please use the academic alert form located under the resources tab in your course site. This form will be automatically sent to uahelp@fit.edu. Please note that students who fail to log into a course during the first week are automatically removed on the Monday of week 2.

Just before midterm, you will be required to submit academic alerts on students who you feel should be contacted by the administration beyond the notifications already sent for non-participation or missing assignments. This request will come from the Office of Online Learning. When completing the alert form, it will ask you to include students’ names, course number, title, and section number. It allows you to choose the recommended course of action for the student as well. Please provide as much information as possible so the student may be assisted properly.

Policy on Examinations
All instructors are required to advise students at the beginning of a course of the factors and assigned weights used in arriving at their final grades. This information is included in the syllabus.

The student shall have the benefit of a review of any examination, as well as rebuttal of the grade. The mechanisms for accomplishing the above will be coordinated with the Office of the Associate Provost for Online Learning.

Graded papers, mid-term and final examinations will be retained by the instructor for at least two 8-week terms after the work is completed. The instructor is free to keep student records for as long as he/she likes; however, the instructor is REQUIRED to keep them for at least two terms following the term they teach the course.

Test Resets
Many assessment measures are one-time access for students. Instructors may reset this access in LMS for what they feel are justified reasons. Instructions on how to reset tests are included in the LMS training videos. Contact the LMS coordinator for additional information if necessary.

Group Projects
It is at the discretion of the instructors to use this methodology as they see fit for their individual classes.

Grading
No hard and fast rule can be established as the criterion for a pragmatic and objective grading structure. There is, however, a high degree of doubt about the validity of a class roll which reflects either all A’s or an extraordinary percentage of A’s. The grade of A is reserved for truly outstanding performance and should be awarded only to those students who do, indeed, excel. It is difficult to rationalize that all students in a class will meet this requirement if the course is challenging.
The reputation of the University is reflected in the quality of its graduates. This, in turn, is
directly related to the effort put forth by the students. A soft and non-objective grading
philosophy tends to stifle their efforts and will generate a passive attitude within the student body
as a whole.

Fair and objective grading by each faculty member is expected. This does not dictate each grade
you give, nor assign certain percentages to each grade; however, a continual input of excessively
high grades is not in keeping with the quality of education intended.

**Final Grading**
Final grades are submitted online via Web for Faculty through PAWS (www.fit.edu/paws)—not
through the LMS. Grades are due by close of business Eastern time on the Tuesday following the
end of the term. Do not use plus (+) or minus (-); Florida Tech does not recognize these
refinements as part of the final grades. A reminder to submit final grades along with information
on where to find full instructions for entering grades in PAWS will be sent to faculty via their
**Florida Tech e-mail address** (fit.edu address) approximately one week before grades are due.

The only official grades recognized by the University are those entered in PAWS. Grades in the
LMS grade book are considered unofficial.

Grades will be posted for student view on the Wednesday following the end of the term. Faculty
who fail to enter grades by the deadline will be required to submit change of grade requests for
each student. (See the Change of Grade section that follows.)

**Change of Grade**
After grades have been submitted, any change in a grade requires approval of the instructor and
the appropriate college dean. The Office of the Registrar does not allow a change of grade form
to be e-mailed.

Therefore, instructors should fax a memo (not the change of grade form) to their academic
department contact. The memo should include the student name, CRN, term, grade change
information, date, instructor signature, and reason for change. Please see the example below. The
academic department will complete the change of grade form, attach the memo, and gather the
departmental/college approval signatures. Once complete, the hard copy forms should be hand
delivered to the Office of the Registrar.

For questions regarding change of grade issues, please contact Lisa Gill in the Office of the
Registrar at lgill@fit.edu or (321) 674-8764.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID (all or part)</td>
<td>Major Code (if known)</td>
</tr>
<tr>
<td>Campus</td>
<td>CRN</td>
</tr>
<tr>
<td>Course Prefix/No</td>
<td>Course Title</td>
</tr>
<tr>
<td>Term Taken</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>Change Grade From</td>
<td>To</td>
</tr>
<tr>
<td>Reason for Change</td>
<td>Signature/Date</td>
</tr>
</tbody>
</table>
Grade Appeals
On occasion, a student may wish to appeal a grade. The students will be directed to use the following procedure when necessary. The student should contact the instructor to request a review of the issue. If the dispute is not resolved with the instructor, the student should e-mail the issue and details of the reason for the grade appeal to the program coordinator/chair or departmental representative who will examine the merit of the case. The academic department will approve or disapprove the appeal. If the appeal is denied, the student may request that the appropriate college dean review the decision. The full policy and timeline can be found at www.fit.edu/registrar/faculty-handbook.php#policy_1701.

Notification of Grades
At the close of each term, the grades earned during the term are posted on PAWS (www.fit.edu/paws). These grades become a part of the student’s official record and are not subject to change except upon authorization of the instructor and the appropriate college dean. It is particularly important that a clear and valid reason be presented for any change.

It is University policy that grades are not to be given out by e-mail or by telephone. Grades may be posted in the grade book option provided at the course site. This does not replace the official grade report.

Incomplete Work
A grade of I is given for incomplete work that has occurred because of circumstances beyond the student’s control, e.g., illness, TDY, or family emergency. The student must request an incomplete directly from his/her instructor. The general requirement is that 80 percent of class work needs to be completed to a qualitatively satisfactory level so there may be a reasonable assumption that completing the work will result in a passing grade before an incomplete will be granted. The instructor determines if the student meets these requirements. If the instructor wishes to approve the incomplete, he/she must request approval from the academic department and coordinate through the Office of Online Learning. If granted, a section will be created for the student and faculty member on the LMS.

The student will have the next 8-week term to complete the remaining work. The I will automatically become an F at the end of the next 8-week term unless an approved waiver has been filed with the Office of the Registrar. Approvals for extensions require proof of extenuating circumstances and approval of the cognizant Dean. As soon as the required work has been completed, the instructor must complete a Change of Grade request with the academic department, who will complete the change of grade form and submit it to the records office.

The instructor is responsible for grading the completed work and assigning a grade within the prescribed time as part of the original course contract.

Student Evaluation of Instructor/Course
Evaluations of instructor/course will be provided to students via LMS at the beginning of week 8. Evaluations are mandatory and the final cannot be accessed until the evaluation has been completed. The evaluations are considered confidential once received by Florida Tech.
These evaluations will be reviewed by the proper administrative and academic staff, the appropriate college dean, and the Associate Provost for Online Learning. When processed, the instructor is provided an analysis of the evaluations, a copy of all student comments, and, if appropriate, comments of the program or department chair. One set of negative comments will not normally result in the instructor being employed or not employed in the future. Continuous adverse comments, however, will certainly affect an instructor’s reappointment at Florida Tech.

**Faculty Evaluation of Course**
The Office of Online Learning will e-mail instructors a link to a course evaluation form prior to the final class meeting. This evaluation will allow instructors to express their opinions on the students, course content, and the text used. This evaluation will be submitted electronically and reviewed by the program or department chair and the Associate Provost for Online Learning and all recommendations considered at the appropriate level.

**Policy on Retaking a Graduate Course**
Graduate work is evaluated by letter grades, with only grades of A, B, C, and P being credited toward graduate degrees. Grades of D and F are failing grades in graduate courses. Failed courses must be repeated at the earliest opportunity, if they are required courses. An elective course in which a D or F is received must be repeated, unless the academic unit approves an additional course to be taken in its place.

**Policy on Retaking an Undergraduate Course/Forgiveness Policy**
The forgiveness policy is a system by which an undergraduate student may repeat an undergraduate course with only the last grade received for this course (this grade may be an F) used in the cumulative grade point average, and in evaluating the fulfillment of graduation requirements. However, both the last grade and the grade in which the forgiveness policy was applied will be calculated for determining graduation honors. All grades received in any course, including those retaken under the forgiveness policy, are retained and recorded on the transcript. Credits where the forgiveness policy has been applied to a course will be removed from both the term and overall GPAs.

An undergraduate student is allowed to apply forgiveness to undergraduate courses a maximum of five times during his or her Florida Tech career. No forgiveness is allowed for subsequent retakes above the maximum of five; all subsequent grades are averaged into the cumulative grade point average. A student attaining 90 or more credit hours may not apply the forgiveness policy to 1000- and 2000-level courses. The forgiveness policy does not apply to graduate courses, even if taken by an undergraduate student, or to undergraduate courses taken by a graduate student.

A Request to Retake a Course form must be completed for every course retaken under the forgiveness policy (http://web2.fit.edu/registrar/documents/doc_mgr/219/Forgiveness_10-09.pdf). This form is due in the Office of the Registrar no later than Friday of the 3rd week of classes to be applied that term. This form is a binding agreement between the student and Florida Tech. Once applied to a repeated course, forgiveness cannot be reversed.
Policy on Cheating/Plagiarism
The first case of a breach of academic integrity, which involves cheating or plagiarism, will be handled by the instructor and the academic department. It is their prerogative to take whatever action they deem appropriate; e.g., a zero on the examination or an F in the course. The instructor is responsible for documentation of the incident, which will be provided to the academic chair for retention along with other student records including final disposition of the case. (All student information is considered confidential and not available to any external sources other than the individual involved. See the Release of Student Information section.)

Any second instance of a breach of academic integrity will be referred to the appropriate college dean and the Dean of Students for final action by the Provost. The complete policy is available in the Student Handbook (www.fit.edu/registrar/student-handbook.php).

Student Complaints
If a student has a formal complaint and brings that issue to a faculty member, the faculty member should follow the process outlined below.

The faculty member should attempt to resolve any issues concerning a course that he/she is currently teaching. Any complaints beyond a course the faculty member is teaching or that need to be escalated for any reason should be forwarded to the Office of Online Learning administration at UAHELP@fit.edu. Faculty should not involve themselves in conversations with students regarding University complaints. They should ask the student to summarize their concerns and send it to the Office of Online Learning so their concerns can be addressed with the appropriate University department. The Office of Online Learning will review the complaint for validity and verify that the student has first contacted his/her instructor to attempt to resolve it if it involves a current course. If this has occurred or is not applicable, the Office of Online Learning will attempt to resolve the issue with the appropriate department. All program/department chairs or program coordinator should respond to the student directly within a maximum of two (2) business days with an appropriate resolution. If one cannot be reached for any reason, complaints on academic issues should then be escalated by the program or department chair to the appropriate college dean for final resolution; complaints on administrative issues will then be escalated by administrative department directors to the appropriate resource for final resolution.

Release of Student Information
The Federal Family Educational Rights and Privacy Act of 1974 (FERPA) established a set of regulations governing access to and the release of personal and academic information contained in student records. FERPA gives students who have reached the age of 18, or who attend a postsecondary institution, the right to inspect and review their education records, the right to amend their education records and the right to exercise some control over the disclosure of certain information contained in these records.

Under FERPA, education records are defined as records that are directly related to a student and are maintained by an educational agency, institution, or party acting for the agency or institution. Education records can exist in any medium, including, but not limited to, typewritten, hand-
written, computer generated, videotape, audiotape, film, microfilm, microfiche, and e-mail.
FERPA does not apply to records of applicants for admission who have been denied acceptance
or, if accepted, do not attend an institution.

Access to student records

• If a student requests information from their own records, please refer them to their PAWS
  account.

• If a third party (parent, investigator, employer, etc.) requests enrollment verification for a
  student, please refer them to the National Student Clearinghouse. Florida Tech has authorized
  the National Student Clearinghouse to act as agent for all verifications of student enrollment.
  The Clearinghouse can be contacted at service@studentclearinghouse.org, by telephone at
  (703) 742-7400, or by fax at (703) 742-4239. Their hours of operation are 9 a.m. – 6 p.m.
  EST/EDT, Monday through Friday. A direct link to the Clearinghouse for free enrollment
  verification is available from the PAWS Student Records Menu.

• A student may sign a formal release giving a specifically listed third party access to their
  educational records. The release must be signed and on file before access will be granted.

• For all other requests for student record information, please refer the request to the
  Registrar’s Office at 321-674-8115.
Faculty Policies

Faculty Positions
Several different faculty positions and titles are currently in use:

a. Faculty Member: full-time and adjunct faculty.
b. Adjunct Faculty: part-time employees under contract to teach one or two courses on a term-by-term basis.
c. Graduate Student Assistants (GSA): Florida Tech graduate students under contract to teach one three-credit course on a term-by-term basis.
d. Facilitators: Florida Tech employees and graduate students under contract to teach one or two ASC 1006, Mastering e-Learning, courses on a term-by-term basis.

References to faculty include all those described in paragraphs (a through d) above, and references to part-time faculty are synonymous with adjunct faculty.

Faculty Appointments
Members of the faculty for Florida Institute of Technology’s University Alliance program are selected by the academic or program chair and recommended by the appropriate college dean to the Associate Provost for Online Learning and the Provost. Approval is based on the candidate’s education and experience, as portrayed by the vitae and transcripts, and on professional qualifications for teaching. Once approval is granted, teaching assignments are made by the academic or program chair and provided to the adjunct faculty coordinator with as much advance notice as possible.

A teaching contract for each term will be provided to each faculty member scheduled to teach. The faculty member is required to sign and return the original contract to the adjunct faculty coordinator along with a notarized Form I-9, Form W-4, and a direct deposit form (unless already on file).

Records on all faculty members approved to teach courses will be maintained by the adjunct faculty coordinator. These will include the Adjunct Faculty Record, current résumé or vitae, official transcript(s) for the highest degree earned or degree applicable to the teaching discipline,2 and teaching contracts. Whenever your vitae or résumé is updated, please send a copy to the adjunct faculty coordinator. For any changes of address, please notify the adjunct faculty coordinator in addition to updating the information through PAWS. (For information about PAWS, see the PAWS/TRACKS Account section.)

The completed Form I-9 (Employment Eligibility Verification), Form W-4 (Employee’s Withholding Allowance Certificate), and direct-deposit form will be maintained in Florida Tech’s Office of Human Resources. These forms are available at www.fit.edu/hr/forms.php.

Any additional faculty records will be maintained by the faculty’s home academic unit.

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2 For full-time faculty, official transcripts are maintained in the Provost’s Office.
Faculty Compensation and Pay System

The compensation for the Florida Tech University Alliance program’s 8-week term courses is set using the prescribed scale as defined in the contract.

Faculty contracts are for nine (9) weeks to allow time for faculty to complete their contact and availability information section in the Learning Management System and for submission of grades at the end of the term.

Classes having fewer than seven (7) students officially registered on the first day of the term will be canceled unless the faculty member and Florida Tech mutually agree to run the class.3

The base payment will be divided equally among 9 weeks and paid biweekly every other Friday, resulting in four paychecks for two weeks and one paycheck for one week. Depending on how the payroll calendar falls in relationship to the contract dates, the first payment will be either for one week or two.

Direct deposit to either a checking or savings account is required for all adjunct faculty. To sign up for direct deposit, please fill out the direct deposit form (www.fit.edu/hr/forms.php) and submit it to the adjunct faculty coordinator.

Direct deposit pay stubs will not be mailed and are available only through PAWS (www.fit.edu/paws). Log in using your TRACKS username and password (in the upper-right corner of the page, not through the Web for Faculty link) and then:
- Select the Employee Services tab
- Click the Pay Information link
- Click the Pay Stub link
- Choose a year, then click the Display button

Faculty are encouraged to use PAWS to verify direct deposit payments. If a faculty member does not receive a payment, or receives an incorrect payment, the faculty member should contact the adjunct faculty coordinator for correction.

*If you notice a link to “Time Sheet” under the Employee Services tab, please do not open it. To do so creates a complication for our Payroll Department.*

Enrollment Overage4

The enrollment overage payment for each student over 15 is based on student enrollment at the beginning of the fourth week of classes. Any payment for student enrollment overages will be paid in a one-time payment in the last paycheck of the applicable term.

State Income Taxes

Florida Tech has the capability to withhold state income taxes. It is the responsibility of the faculty member to submit the appropriate state withholding form to the adjunct faculty coordinator. Some state withholding forms can be found at www.fit.edu/hr/forms.php.

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3 Not applicable for ASC 1006 facilitators.
4 Not applicable for ASC 1006 facilitators.
Faculty Assignments/Load

Adjunct Faculty
Florida Tech’s policy on adjunct faculty teaching loads is a maximum of three three-credit courses during a standard 16-week semester. Adjunct faculty may be approved for a fourth three-credit course during the standard 16-week semester with the approval of the Office of the Provost.

For the 8-week terms, adjunct faculty are not to teach more than two three-credit hour courses during any one term. The maximum teaching load without approval from the Office of the Provost is two three-credit hour courses in one eight-week term and one three-credit hour course in another term. With approval from the Office of the Provost, an adjunct faculty may be approved to teach two three-credit hours courses each eight-week term.

Assignments for other Florida Tech departments are to be included in the maximum allowed load.

12-Month Faculty and Staff
Occasionally, 12-month faculty teach a course over and above their normal teaching assignment as overload with supplemental pay. Occasionally, staff teach a course as overload with supplemental pay. The standard is to teach one three-credit hour course as overload in a 16-week semester or one three-credit hour course over two eight-week terms. Exceptions to this policy need approval from the Office of the Provost.

Supplemental assignments for other Florida Tech departments are to be included in the maximum allowed teaching load.

9-Month Faculty
Occasionally, 9-month faculty teach a course over and above their normal teaching assignment as overload with supplemental pay. The standard is to teach one three-credit hour course as overload in a 16-week semester or one three-credit hour course over two eight-week terms. Exceptions to this policy need approval from the Office of the Provost.

Nine-month faculty have the option of teaching during the summer. A full-time appointment over the summer is three three-credit hour courses. Nine-month faculty can teach during the eight-week terms not to exceed the full-time limit.

Supplemental assignments for other Florida Tech departments are to be included in the maximum allowed teaching load.

Tuition Benefits

Adjunct Faculty
Tuition reduction is available for adjunct faculty and their dependents. An adjunct faculty member earns one tuition reduction unit for each credit taught. The benefit is redeemed for the adjunct faculty at one semester hour credit at 100 percent tuition reduction. Limitations apply for
spouses and dependent children. Waiting periods and tax withholding may apply so consult with Human Resources for current policy and procedures. Visit the Human Resources Web site for the complete policy: www.fit.edu/hr/policies. (Adjunct Faculty Tuition Reduction Benefits policy)

Any course dropped prior to the beginning of the 100 percent refund deadline will be re-credited to the adjunct member’s cumulative tuition credits. Any course dropped after the refund deadline will not re-credited to the adjunct member’s cumulative tuition credits.

**Full-Time Faculty**

Tuition remission is available to full-time faculty and staff. Tuition benefits, subject to change, are 100 percent tuition reduction for full-time faculty and staff; 90 percent tuition reduction for family members of full-time faculty and staff. Visit the Human Resources Web site for current benefits information: www.fit.edu/hr/policies. (Tuition Remission policy)

**Graduate Student Assistants**

Graduate Student Assistants teaching in the Online Learning program are not eligible for tuition remission or reduction.

**403(b) Retirement Plan**

Adjunct faculty are eligible to participate and make pre-tax salary deferrals in Florida Tech’s 403(b) retirement plan. Although not eligible for employer matching contributions, this provides an opportunity for tax-deferred retirement savings. Additional information can be found on the Florida Tech Human Resources Web site: www.fit.edu/hr/benefits.php#RP403. If you have questions, please contact the Human Resources Department at (321) 674-8100.

**Communication With Florida Tech**

All Florida Tech points of contact should be used under the guidelines below. The faculty member reports to the appropriate academic or program chair.

<table>
<thead>
<tr>
<th>Administrative Contact</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Mary Bonhomme</td>
<td>• Development and enforcement of policies and procedures</td>
</tr>
<tr>
<td>Dean, Florida Tech Online</td>
<td>• Investigation and complaint resolution of student, faculty, and administration issues</td>
</tr>
<tr>
<td>Associate Provost for Online Learning (321) 674-8883 <a href="mailto:bonhomme@fit.edu">bonhomme@fit.edu</a></td>
<td></td>
</tr>
<tr>
<td>Mr. Brian Ehrlich</td>
<td>• Point of contact for ASC1006 Mastering eLearning facilitators</td>
</tr>
<tr>
<td>Director, Online Program Administration (321) 422-5137 <a href="mailto:behrlich@fit.edu">behrlich@fit.edu</a> and <a href="mailto:uahelp@fit.edu">uahelp@fit.edu</a></td>
<td></td>
</tr>
<tr>
<td>Ms. Julie Shankle</td>
<td>• LMS training (faculty only)</td>
</tr>
<tr>
<td>Assistant Director, Online Program Administration (321) 674-8244 <a href="mailto:jshankle@fit.edu">jshankle@fit.edu</a></td>
<td>• Technical issues with LMS (faculty only)</td>
</tr>
<tr>
<td>Mr. Gil Conradi</td>
<td></td>
</tr>
<tr>
<td>LMS Trainer and Coordinator</td>
<td></td>
</tr>
<tr>
<td>(321) 674-8203 <a href="mailto:conradis@fit.edu">conradis@fit.edu</a></td>
<td></td>
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</tbody>
</table>
Administrative (Continued)

<table>
<thead>
<tr>
<th>Contact</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Ms. Cyndi Johnsrud  
Adjunct Faculty Coordinator  
(321) 674-8206  johnsrud@fit.edu | • Faculty contracts and payroll  
• Facilitator contracts and payroll |
| Mrs. Vicky Knerly  
Course Scheduler  
(321) 735-6028  vknlerly@fit.edu | • Coordinate grade inputs in PAWS’ Web for Faculty system  
• Provide information regarding assignment of specific grades |
| Mr. Phillip O’Meally  
Learning Materials Coordinator  
(321) 674-8209  uacourses@fit.edu | • Desk copies and other instructional materials |

College of Business

<table>
<thead>
<tr>
<th>College of Business</th>
<th>Academic: Undergraduate and MBA</th>
</tr>
</thead>
</table>
| Dr. Alex Vamosi  
Associate Dean, College of Business  
(321) 674-7392  avamosi@fit.edu | • General and administrative issues in business programs |
| Mr. Christopher Durie  
Manager, Online Business Programs  
(321) 674-7164  cdurie@fit.edu | • General and administrative issues in business programs (Computer Information Systems, Information Technology Management) |
| Ms. Jarin Eisenberg  
Program Coordinator  
(321) 674-8222  jeisenberg@fit.edu | • General and administrative issues in business programs (Accounting and Finance) |
| Mr. Zachary Gabe  
Program Coordinator  
(321) 674-8808  gabez@fit.edu | • General and administrative issues in business programs (Healthcare, Marketing, Project Management) |
| Mrs. Jennifer Morin  
Program Coordinator  
(321) 674-8857  jmorin@fit.edu | • General and administrative issues in business programs (Management, Human Resources minor) |
| Mr. Daniel Riding  
Program Coordinator  
(321) 674-8390  driding@fit.edu | • Essentials of Business Development, academic |
| Dr. LuAnn Bean  
Academic Chair, Accounting  
(321) 674-7374  lbean@fit.edu | • Accounting and Finance programs, academic |
| Dr. Annie Becker  
Academic Chair, CIS/ITM  
(321) 674-8780  abecker@fit.edu | • Computer Information Systems programs, academic  
• Information Technology Management (MBA), academic |
| Dr. Deborah Carstens  
Academic Chair, Project Management  
(321) 674-8820  carstens@fit.edu | • Project Management program (MBA), academic |
| Dr. Catherine Cook  
Academic Chair, Marketing  
(321) 674-8223  catherine@fit.edu | • Marketing degree programs, academic |
### Contact Responsibilities

#### College of Business (Continued)

| Dr. Ralph Harper | • Management programs, academic  
| Academic Chair, Management | • Human Resources minor, academic  
| (321) 674-8221 | • AA in Business Administration, academic  
| rharper@fit.edu |  
| Dr. Tim Hollingsworth | • Healthcare Management programs, academic  
| Academic Chair, Healthcare Management |  
| (321) 674-7432 | aholling@fit.edu |

#### College of Psychology and Liberal Arts

| Mr. Marshall Jones | • Criminal Justice program, academic  
| Director of Online Programs | • Liberal Arts courses, academic  
| (321) 674-7146 | mjonessa@fit.edu |
| Mr. Jim Reynolds | • Criminal Justice program, academic  
| Academic Program Chair, Criminal Justice |  
| (321) 674-8275 | jreynolds@fit.edu |
| Dr. J. Chris Frongillo | • AA in Liberal Arts program, academic  
| Academic Program Chair, AA/Liberal Arts | • Liberal Arts courses, academic  
| (321) 674-8876 | jfrongil@fit.edu |
| Mrs. Stephani Cuddie | • General and administrative issues in Criminal Justice, Liberal Arts, and Applied Psychology  
| Manager of Online COPLA Programs |  
| (321) 674-8277 | scuddie@fit.edu |

#### Math and Science Courses

| Dr. David Cook | • Science courses, academic  
| Department Head, Science and Math Education |  
| (321) 674-8126 | dcook@fit.edu |
| Dr. Cecilia Knoll | • Math courses, academic  
| Department Head, Applied Mathematics |  
| (321) 674-7114 | cknoll@fit.edu |

### Academic: Undergraduate and MBA (Continued)

#### Academic: MS Information Technology

| Ms. Penny Vassar | • Information Technology program, academic  
| Director, Virtual Campus |  
| (864) 226-2257 | pvassar@fit.edu |
and participating in chat sessions. Brief instructor participation in frequent intervals is preferable to longer but less frequent periods.

**Virtual Chat Sessions**
In order to build instructor, student, and peer interaction, virtual chats are encouraged as an addition to discussion boards in support of online best practices. Virtual chats can be scheduled to address topics or issues that may warrant real-time, class-wide communication.

**Virtual Office Hours**
Although virtual office hours are not required, in the Office Hours section under Course Administration in the LMS, wording can be added as to your availability for individual chat sessions with prior notice. An example of possible wording is “To schedule an individual chat session, please contact me for availability.”

**Response Time to Students**
Instructors are to respond to any type of communication from the students (phone and e-mail) within 36 hours. If the instructor is going to be away for a longer period of time, he/she should be sure to communicate that to the students.

**Assignment/Exam Feedback**
Timely feedback needs to be provided on assignments, quizzes, exams, and other graded items. On minor or weekly assignments, return grades/comment to students prior to the next lesson; on major assignments, return grades/comments within five (5) days. With an 8-week term, students should be kept in a “real-time” mode of awareness regarding their progress and status and not find out in the 7th week of classes that they are not performing in the class as expected.

**Encourage Discussions**
Whenever possible, encourage students to respond to others and not only to instructor comments by redirecting and guiding communications. Instructors must sometimes hold back to allow students to respond, and at other times must intervene to stimulate a flagging conversation.

**E-Mail Versus Discussions**
Respond to students via personal e-mail to answer questions that might not be relevant to the entire class. Address issues that might benefit all in open forums. Chat sessions with one or more students may be scheduled to address issues that may warrant real-time, two-way communication.

**Engage Non-Participating Students**
There will be some students who are not active participants in discussions. Contact them via e-mail or telephone to encourage their participation. For additional information, see the *Academic Alert/Reporting Absences or Academic Duress* section.

**Instructor Activity Summary**
On a daily basis academic departments will receive a summary for the instructors that are teaching within their division. This allows the academic department to review the different aspects of class activity for each individual instructor. The academic departments will use this information to assist instructors in any area that shows support is required. The Associate
Provost and Dean of Online Learning will be provided an overall summary for all academic areas.

**Instructor Absences**
Instructors are expected to be available and participating in courses on a regular basis. If an instructor will be absent from the course for any length of time due to illness or other personal circumstances, he/she should immediately notify the academic department and the adjunct faculty coordinator. Instructors may not use a substitute instructor without prior approval from their program or department chair. A determination will be made whether the instructor can continue to teach the course for the remainder of the contract period. If the instructor can continue with the course, he/she will post a notice at the LMS course site notifying the students of the temporary absence and keeping students informed about when the instructor will return and what changes, if any, will be made as a result of the absence.

If the instructor is not able to complete the class due to illness or other personal circumstances, he/she should immediately notify the academic department and the adjunct faculty coordinator. Arrangements will be made to have a substitute faculty member teach the remainder of the course. Compensation will be based on the scale in the contract and will be paid based on actual length of time taught. Any student enrollment overages, if applicable, will be added to the base pay and the entire amount will be pro-rated accordingly. The instructor is expected to refund any monies if he/she has been paid for a portion of the term he/she is not able to teach. The faculty contract to teach will be amended to reflect the changes to compensation and teaching dates.

If an instructor will be absent from the course due to travel or vacation, he/she is expected to maintain contact with students according to the policies set forth. It is highly suggested that the instructor notify students via the LMS course site that they will be traveling but that they will continue to respond to students as usual.

**Participation in School Activities**
All faculty are invited to attend commencements, convocations, forums, athletic events, etc.; however, participation is not mandatory. Attendance at the Annual Faculty Meeting held on campus each August is welcomed; however, travel funding is subject to budget availability.

**Supplies**
General office supplies are not provided to adjunct faculty.
Technical Policies

Acceptable Use Policy for Campus Information
Faculty are expected to adhere to the guidelines established in the Acceptable Use Policy for Campus Information found on the Information Technology Web site at http://it.fit.edu/policies/pol1001.php. Please specifically note the prohibition on the sharing of passwords. It is not acceptable to give out passwords for accounts assigned to you for any reason. Please review the entire policy to ensure that you are in compliance with its guidelines.

Computer and Internet Requirements
All Florida Tech students and instructors are required to have access to a personal computer, personal access to the Internet and a University-provided e-mail account. The minimum requirements pertain to Windows Operating System compatible personal computers. Macintosh computer users need to confirm their minimum and recommended requirements with the Florida Tech University Online Tech Support at (800) 742-1309 (International: +1 813-621-6200, ext.357) or techsupport@universityalliance.com.

Florida Tech faculty, staff, and students are eligible for discounts on hardware from both Dell, Apple, HP, and Gateway in addition to discounts on software. Please see the link on the Florida Tech homepage http://it.fit.edu/purchasing.

Faculty are not required to accommodate students who do not meet the minimum hardware and software requirements as set forth by Florida Tech and in the syllabus. Students MUST have the proper hardware and software to participate properly. If a student does not have the proper hardware/software, he/she assumes the risk of missing important information needed to pass the course. Instructors are under no obligation to make accommodations for students lacking the needed technology.

<table>
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<tr>
<th>New System Recommended Minimum Hardware Requirements</th>
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<tbody>
<tr>
<td><strong>Processor</strong></td>
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<tr>
<td><strong>Memory</strong></td>
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<td><strong>Hard Drive</strong></td>
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<td><strong>Video Card</strong></td>
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<td><strong>Monitor</strong></td>
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<td><strong>Media Drive</strong></td>
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<td><strong>Audio</strong></td>
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<td><strong>Operating System</strong></td>
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<td><strong>Internet Connection</strong></td>
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<table>
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<tr>
<th>Software Requirements</th>
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<tbody>
<tr>
<td>Adobe® Reader® latest release</td>
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<tr>
<td>Adobe® Flash® Player latest release</td>
</tr>
<tr>
<td>Microsoft® Windows® Internet Explorer® latest release</td>
</tr>
<tr>
<td>Plug-ins available at <a href="http://www.universityalliance.com/plugins">www.universityalliance.com/plugins</a></td>
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</tbody>
</table>
Facsimile Requirements
For submitting change of grade memos, access to a facsimile machine is required. For additional
information about submitting grade changes, see the Change of Grade section.

E-Mail Account
Adjunct faculty will be assigned an fit.edu e-mail account for their use during the term for which
the adjunct faculty member is under contract. Communications between the faculty member and
students will be sent using this address. In addition, all communication between Florida Tech and
the faculty member will be sent to this fit.edu e-mail address. Adjunct faculty will be notified via
their personal e-mail address when their account has been set up and is ready to be activated.
This e-mail will also contain information about the PAWS/TRACKS account. Once an e-mail
account is activated, log in will be at https://webaccess.fit.edu/mail/src/login.php under
SquirrelMail. The Florida Tech e-mail address can also be forwarded to another e-mail account.
The process can be found at http://it.fit.edu/accounts/email_students.php.

It is extremely important that you check your Florida Tech e-mail address or forward it since we
will communicate important issues such as when it is time to enter grades, LMS information, or
contract and payroll information.

PAWS/TRACKS Accounts
The Panther Access Web System (PAWS) is a web-based application through which faculty can
access Web for Faculty (www.fit.edu/paws). Some of the information in Web for Faculty
includes mid-term and final grading, faculty schedules, and class lists. Faculty will be assigned a
TRACKS account username that is used in combination with a minimum eight-character
password to access Web for Faculty. Login will be done with your TRACKS account username
and password. Faculty will be notified via their personal e-mail address when their account has
been set up and is ready to be activated. This e-mail will also contain information about the
Florida Tech e-mail account.

Faculty can also use PAWS for changes of address and to verify direct-deposit payments. Login
using your TRACKS username and password (in the upper-right corner of the page, not through
the Web for Faculty link) and then go to the Employee Services tab and then the Pay Information
link to verify direct-deposit payments and the Personal Information tab for changes of address.

Technical Support for Faculty and Students
Faculty are not required and should not attempt to offer technical support to students. Please
refer students with technology problems to one of the two support areas below.

LMS: Students
Contact University Alliance Tech Support at (800) 742-1309 (International: +1 813-621-6200,
ext.357) or techsupport@universityalliance.com.

LMS: Faculty
Contact the Florida Tech Office of Online Learning LMS Coordinator at
(321) 674-8203 or conradis@fit.edu.
PAWS or TRACKS: Faculty and Students
Contact the Florida Tech Technology Support Center via their Web site at http://it.fit.edu/support or (321) 674-7284.

For password resets only, contact University Alliance Tech Support at (800) 742-1309 (International: +1 813-621-6200, ext. 357) or techsupport@universityalliance.com.
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