College of Architecture and Construction Management
Kennesaw State University

Course Policies

November 3, 2020

1.0 Introduction

These college policies are supplementary to and do not supersede University policies. References include the University Handbook, the Faculty Handbook, the Undergraduate Catalog and the Graduate Catalog.

1.1 Course Environment

Professors are committed to the advancement of knowledge and course environments are created by the assigned professor to support student learning and students' academic development. The College recognizes that the professor's relationship with the student is a primary determinant of student success. The professor is the authority in the assigned course and will establish the course environment and expectations by providing students with access to course content and developing a syllabus to be given to students at the start of each course.

1. Access to course content—The professor will provide access to course content via the university's secure learning management system (currently D2L Brightspace).
2. Course Syllabus—The professor will create a course syllabus to introduce the course and establish all related course policies. Syllabi will include a description of assignments, evaluation criteria for assignments, and a grading policy that explains how a grade is earned in the course.

1.2 Grading

As established in the Faculty Handbook, Undergraduate Catalog and Graduate Catalog, issuance of grades and formulation of individual attendance policies are the prerogative of the professor. The professor must make feedback available to each student about that student's academic progress prior to the last published day to withdraw without academic penalty.

1. The professor will design the course to provide an adequate number of graded assignments to clearly establish the student's level of progress in the course prior to the last day to withdraw without academic penalty.
2. The course grading policy establishes the percent of each assigned grade toward the final course grade.
3. Grades will be assigned within two weeks of the end of each assessment.
4. Access to assessment grades will be provided via the university's secure learning management system (currently D2L Brightspace). Final grades will be submitted via the University's formal grade submission system (currently Owl Express).
5. If additional feedback is warranted at midterm, the professor will provide the student with advice on ways to improve in meeting the course requirements.
6. The professor will establish and follow an attendance policy for the course.

1.3 Advising Collaboration

Faculty collaborate with Academic Advisors at important milestones within each Program's curriculum and within each individual course schedule.

1. Faculty collaborate with Advisors to schedule in-class advising sessions in all sections of program introductory courses (currently CM1000 and ARCH1000).
2. Department Chairs, or their representatives, collaborate with Advisors at key Program thresholds.
3. Professors complete Early Alert Reporting for each course prior to the scheduled deadline for reporting.

1.4 Grade Appeals

University Undergraduate and Graduate Catalogs provide for both informal and formal procedures for students to appeal a final grade awarded for a course. All grade appeals will follow the provided procedures as stated in the University Catalogs with the following additional procedures:

1. If a formal appeal is made, after inviting the course professor who assigned the grade to provide a response, the Department Chair will also invite any relevant course sequence coordinators to provide a response during the additional fact finding stage of the process.
2. If an appeal to the Department Chair's decision is made by the student to the Office of the Dean, the appeal will be made to the Associate Dean-SSA.
3. If an appeal to the Department Chair's decision is made by the student, the Department Chair will provide documentation on the history of the case to the Associate Dean-SSA.

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