

VII. Responsibilities in Student-Faculty Relationships

A. Change of Time and Place for Meeting Class

In general, a change by a faculty member in the time and/or place for holding a class is discouraged. In special circumstances, arrangements for changing the location and/or time of a class may be made through the appropriate academic unit office. Prior to the completion of such arrangements faculty members are expected to hold their classes at the times and places originally specified. Changes shall be communicated to the academic unit head.

B. Class Attendance by Students

Because class attendance is an integral part of education, faculty members are expected to hold their students responsible for regular class attendance. Students are expected to notify the instructor in the event of extended absence from class. Prolonged unexplained absences should be reported in writing to the student affairs officer associated with the student's academic unit. Absent an academic unit policy, each faculty member shall determine his or her own policy regarding make-up work, provided such policy is reasonable in terms of the burden imposed on a student and is equitable with regard to other students.

C. Office Hours for Student Advising

Students at IIT are encouraged to seek academic counsel from their advisers and instructors on a regular basis. Beginning on the first day of IIT's New Student Orientation Week, faculty members are expected to be available for such advising. A schedule of office hours designated for student advising should be announced at the beginning of each semester, according to policy established by the academic unit. Academic unit offices should be informed concerning each faculty member's scheduled hours for advising and should be notified if a faculty member is unable to maintain the appointed office hours.

D. Student Access to Educational Records

Under provisions of the Family Educational Rights and Privacy Act of 1974 as amended, students have the right to inspect educational records pertaining to them as individuals. Notes and records kept by faculty members for their own use, and which would ordinarily not be disclosed to anyone other than another faculty member or teaching assistant, are specifically excluded. Faculty members should note, however, that letters of recommendation for admission to another degree program at IIT or elsewhere must be made available for inspection upon the student's request unless the student has specifically waived the right to review as provided in the statute. For full details concerning access to records and assurance of students' rights at IIT, see the document entitled *Privacy Rights and Access to Educational Records* (Appendix N). The document also appears in the *IIT Student Handbook*. Because students have the right to petition for correction of any inaccuracies in their educational records, faculty members are urged to establish and maintain records that might be necessary to corroborate and/or explicate grade assignments in courses taught.

E. Final Examinations

Final examinations, or equivalent requirements, are required in all courses except certain graduate-level research courses or practica. Each semester a schedule for holding final examinations is published. All instructors must administer final examinations at the times and places officially scheduled. Exceptions to this regulation can be arranged with the consent of the academic unit head only in circumstances where: (1) there is ample opportunity to make certain that every enrolled student is notified of the changed

examination time, and (2) administering the examination at the time originally scheduled would impose extreme hardship upon the faculty member.

At the convenience of the instructor and subject to an academic unit's rules, a special examination may be arranged for a student who is, for an acceptable reason, unable to attend a regularly scheduled examination. Such special arrangements may not delay the reporting of final grades for the entire class within the required time.

F. Reporting of Final Course Grades

Faculty members are urged to familiarize themselves with the sections of the *IIT Bulletin* for both undergraduate and graduate programs that describe the IIT grading system. To enable the registrar to report final grades to students in a timely and accurate manner, final course grades must be submitted to the registrar no later than 48 hours after the scheduled time for the final examination for any course, except law school courses. For those courses in which a final examination is not mandatory, and is not given, final grades must be reported no later than 48 hours after the last meeting of the class.

For law school faculty, the deadline for submission of grades to a registrar is five weeks after the date of the instructor's final examination in the fall semester and four weeks in the spring semester. When a final examination is not given, the same durational terms apply, and the running of that term commences with the last day of regularly scheduled classes. In a summer session grades are due seven weeks after the instructor's final examination or, if no examination is given, seven weeks after the beginning of the examination period.

G. Personal Faculty-Student Relationships

Personal relationships between faculty members and students raise particularly sensitive issues, and such relationships are addressed in Appendix M.

H. Teaching Children or Other Close Family Members

A faculty member should make every effort to avoid having in class a child, spouse or other person with whom the faculty member has a close, family-like relationship. If degree requirements make it imperative that the child, spouse or other close relative take a particular class from a faculty member, the faculty member should discuss the conflict with his or her academic unit head, and the academic unit head should determine whether the enrollment is appropriate. In addition, arrangements must be made for another faculty member to review the grading.