

- 1 e. Should a faculty member determine that a student is disrupting a class and ask the student to leave the
2 classroom, the student shall do so immediately.
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4 When a student believes that he/she has been unjustly treated in the classroom, either by the denial of freedom of
5 expression or by improper evaluation, or on any other right enumerated above, the student should discuss the
6 concern with the instructor. The student may appeal the faculty member's decision, in order, to the chair of the
7 department, and to the appropriate academic Dean.
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9 For procedures to follow when "The Honor System" is violated, refer to "**Section III The Honor System.**"
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11 15. Grading System and Quality Points

12 The CNU Catalog describes the grading system and quality points. The Catalog is available from the Admissions
13 Office and on the CNU website.
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15 16. English as a Second Language Policy

16 English as a second language policy is available through the Office of Admissions and the CNU website.
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18 17. Class Attendance

19 The class attendance policy is available in the CNU Catalog and the CNU website. The Faculty Senate
20 recommended and the Provost approved the following addition to the Catalog policy: Students who must miss
21 class to represent the university must notify the class instructors in advance of those absences. Given prior notice,
22 instructors will allow students to make up class work or to complete work in advance of class absence. In case of
23 disagreement about whether an activity represents the university, the appropriate dean will make the determination.
24 It is the policy of the University to provide reasonable accommodations for students' observations of religious
25 holidays. Students have the responsibility to notify professors well in advance regarding any request for an
26 accommodation.
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28 18. Regulations Concerning Conduct of Classes

29 a. Toward the beginning of each course, the instructor will provide each student with a syllabus which includes
30 such information as course objectives, schedule of class assignments, grading criteria. The instructor must
31 indicate, in writing, to students the relative weight or importance attached to each piece of required work in
32 arriving at the final course grade. Minor changes in a course syllabus (e.g., due dates, slight alterations of the
33 relative weights of various assignments) may be made as long as due notice is given to the affected students.
34 Major changes in a course syllabus (e.g., additional major assignments, papers, tests, etc.) should be avoided
35 except in the most extreme and unusual circumstances. It is the responsibility of each instructor to teach the
36 assigned course in a manner consistent with the course description in the University Catalog. If there is
37 evidence that a specific course is not being taught as described in the Catalog, the concerned party should
38 bring the matter to the attention of the instructor for resolution. If the resolution of the matter is
39 unsatisfactory, the concerned party should elicit resolution in turn from the department chair, the appropriate
40 academic dean, and the Provost. The final authority for resolving this issue rests with the Provost.
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42 b. In the conduct of classes, several activities are required.
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- 44 1. Instructors are expected to meet their classes on time and for the full duration of each officially scheduled
45 period.
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47 2. Each instructor must report discrepancies between the class roll, provided by the Registrar, and student
48 attendance to assure the accuracy of student enrollment records.
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50 3. Smoking in classrooms is prohibited.
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