

**LOUISIANA STATE UNIVERSITY IN SHREVEPORT**

**College of Business Administration**

**CBA POLICIES AND  
POSITION STATEMENTS**

**July 1, 2007**

**Administrative Leadership Committee  
Personnel Policy and Planning Committee**



## **CBA POLICIES AND POSITION STATEMENTS**

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## **CBA POLICIES AND POSITION STATEMENTS**

### **Code of Faculty Conduct (2006)**

Each member of the faculty in the College of Business Administration is bound by such policies and procedures as may be adopted and amended by the University from time to time with respect to standards of professional and personal conduct, including, without limitation, the provisions of PS 2.09.00 ([www.lsus.edu/facultystaff/policieshb/pdf\\_files/2.09.00.pdf](http://www.lsus.edu/facultystaff/policieshb/pdf_files/2.09.00.pdf)), dealing with research fraud; PS 2.14.01 ([www.lsus.edu/facultystaff/policieshb/pdf\\_files/2.14.01.pdf](http://www.lsus.edu/facultystaff/policieshb/pdf_files/2.14.01.pdf)), sexual harassment; and PS 2.19.02, ([www.lsus.edu/facultystaff/policieshb/pdf\\_files/2.19.02.pdf](http://www.lsus.edu/facultystaff/policieshb/pdf_files/2.19.02.pdf)), faculty due process.

### **Code of Student Conduct (2000, 2003)**

LSUS has the responsibility to protect its educational purposes and the health and safety of the university community through the setting of standards of scholarship and conduct for its students. Students are responsible for knowing and complying with the provisions of the LSUS Code of Student Conduct, particularly those pertaining to plagiarism and academic dishonesty. (See the *LSUS Student Handbook* at [www.lsus.edu/studenthandbook/](http://www.lsus.edu/studenthandbook/).)

All instances of academic misconduct (e.g. cheating, plagiarism) must be reported to the Office of Student Affairs. If a student is found guilty of academic misconduct, he or she could face loss of credit for the work and/or the course involved, probation, and/or separation from the university as determined by the Student Conduct Board. (Refer to the *LSUS Student Handbook* at [www.lsus.edu/studenthandbook/](http://www.lsus.edu/studenthandbook/).)

All students at LSUS are required to have a copy of *Understanding Plagiarism*, the university guide to defining, understanding, and avoiding plagiarism. This booklet is available at the LSUS Bookstore.

### **Course and Curriculum Changes**

Undergraduate course and curriculum additions, changes and deletions are processed beginning with the department to the CBA Curriculum and Standards Committee, College Dean, Office of Academic Affairs, LSUS Courses and Curricula Committee, and Provost. For LSUS policy for new undergraduate courses and other course and curriculum changes, refer to the *LSUS Undergraduate Courses and Curricula Manual* on the LSUS web site:

<http://www.lsus.edu/acadaffairs/publications/candcmanual.pdf>

Graduate course and curriculum additions, changes and deletions are processed beginning with the department to the CBA Graduate Studies Committee, College Dean, Dean of Graduate Studies, LSUS Graduate Council, and Provost. For LSUS policy for new graduate courses and other course and curriculum changes, refer to the *LSUS Graduate Policies and Procedures Manual* on the LSUS web site: <http://www.lsus.edu/acadaffairs/publications/gradpolicy.pdf>.

### **Disability Services (2000)**

LSUS is committed to making students with disabilities full participants in its programs, services, and activities. University policy calls for reasonable accommodations to be made for students with disabilities on an individual and flexible basis. However, it is the responsibility of the students to make their needs known. If you have a documented disability that impacts your academic work and for which you require accommodations, please see me or the Coordinator of Services to Students with Disabilities (ADM 227, Phone 797-5365) so that such accommodations may be arranged.

### **Electronic Devices in the Classroom (2004, revised 2006)**

Student use of electronic devices that are not part of a course's instructional activities disrupt the learning environment and must be turned off during class time. These prohibited devices include, but are not limited to, cell phones, pagers, wireless e-mail receivers, music players, and laptop computers. Any exception to this policy must be approved by the instructor in advance.

### **Faculty Committee Meetings (2007)**

Committee chairs should not schedule meetings during times when committee members have classes, and once meetings are scheduled, committee members should make every effort to attend the meetings and should not make appointments (on or off campus) that conflict with previously scheduled meetings.

### **Faculty Makeup Exams (2007)**

Administrative assistants (with department chair approval) may at their discretion assist professors and instructors in administering make up exams for individual students with the understanding that the assistants are not responsible for possible cheating violations or other problems that may occur.

### **Faculty Missed Classes (2007)**

If faculty members miss classes, they have an obligation to make course material available through alternative delivery systems. While alternative delivery may not fully replace a missed lecture, the faculty member should use these alternative tools to the fullest extent possible.

### **Faculty Office Assignments (affirmed 2004)**

Office assignments will be made according to the following order: (1) Rank; (2) Seniority; (3) Time in Rank; (4) Alphabetically.

### **Faculty Office Hours (revised March 2007)**

#### **Regular Semester**

Faculty must hold ten office hours per week, including up to five virtual hours during the regular semester. Faculty are expected to be available on campus during posted office hours and online for virtual office hours, as well as for times when students have made advising appointments. Faculty

members should inform his/her department office in advance (whenever possible) by email or telephone when unable to meet office hours due to illness, emergencies, or other university/academic obligations, indicating how students may contact him/her. The department office will post a note on the faculty member's door, schedule an appointment, and help with any immediate needs the students may have.

### **During Advising**

To enhance student advising, faculty must have at least 10 face-to-face office hours during the week before and two weeks after the first day of registration during the fall and spring semesters. Advising office hours must be scheduled throughout the week and not be scheduled exclusively on Tuesday and Thursday or on Monday, Wednesday, and Friday.

### **Summer**

Faculty must have five hours of face-to-face office hours per week during each summer session in which they teach a face-to-face class. 100 percent online course must have five virtual office hours per class during the summer.

### **Graded Feedback to Students (2003, revised 2004)**

Faculty members are required to provide students with significant graded feedback prior to the deadline for dropping a course with a grade of "W." Significant shall be interpreted to mean at least twenty-five percent of the total points possible in a course. In the event a student is unable to complete all the graded work given prior to this deadline, it is the obligation of the student to determine his or her standing in the course. Instructors are not required to provide makeup examinations prior to this deadline for students who miss a scheduled examination(s). In the event of uncompleted work, if a student remains enrolled past this deadline, the student does so at his or her own risk.

The above requirement does not apply to independent study courses. For an independent study course, the faculty member shall give sufficient advice and counseling to the student to enable that student to determine his or her progress in the course prior to the final day for dropping a course with a grade of "W."

Beginning Fall 2004, the university has required that mid-term grades be posted on the mainframe for all 100- and 200-level courses. These grades will be replaced by the permanent grade at the end of the semester.

### **New Graduate Courses (revised by GSC 2004)**

A new graduate course must be approved by the department through which the course is to be taught before being submitted to the Graduate Studies Committee. (If a course crosses departments, approval must be obtained from all departments involved.) New courses approved by the Graduate Studies Committee must also be submitted to the dean, the LSUS Graduate Council, and the Chancellor for approval. (See *Graduate Policies and Procedures Manual* on the LSUS web site: <http://www.lsus.edu/acadaffairs/publications/gradpolicy.pdf>.)

A new graduate course would be approved by the Graduate Studies Committee if the course content is appropriate for graduate level teaching and fits the goals of the MBA Program. Graduate classes, once approved, may only be taught by faculty academically or professionally qualified at the graduate level and in the area of the course.

All new graduate courses should obtain the Committee's approval before the course is listed. Course applications should include the course syllabus which follows the standard format. A 600-level course should require additional, graduate level coursework for students taking the course. The additional coursework should be specified in the syllabi and be evidenced by written documentation. In addition, an explanation as to why the course is not offered as a 700-level elective should be submitted.

The above policy applies equally to applications from both inside and outside the College (including distance learning and online courses).

## Online CBA Courses (revised July 2007)

The ALC will continue to monitor the value of OL courses and their effectiveness from the student, instructor, and administrative perspectives (and thus may modify this position statement in the future).

- Instructors will elect to teach in Online courses, voluntarily.
- Currently, LSUS is not providing additional compensation for faculty who teach online courses.
- The Dean/Chair must approve any proposal from an instructor to teach an OL course.
- Before teaching online, CBA instructors must enroll in the Online Teaching Course (through Dr. D. Austin). Instructors must have the support of their Dean/Chair to enroll in this course and must perform satisfactorily in this class.
- Any course with  $\geq 50\%$  or more of an OL component must be presented to the Distance Learning Council on campus (see Dr. Donna Austin), prior to the course offering. For spring OL courses, the deadline is the 1<sup>st</sup> week of November; for summer OL courses, the deadline is the 1<sup>st</sup> week of April; for fall OL courses, the deadline is the 1<sup>st</sup> week of June.
- First-time online courses will normally have a maximum of 25 students for undergraduate courses. Instructors with prior online teaching experience may consider a larger enrollment (usually no more than 30 students), with approval of the chair. Graduate courses will normally be limited to 20 students.
- Factors to be taken into consideration when setting course caps include: prior online course drop rates, anticipated student demands, the level of the course, the number of other sections being offered, faculty experience with online teaching, and overall teaching load including the number and level of course preps.
- Typically, an instructor will offer only one online course per semester. Instructors who are teaching entirely online during the regular semester must hold at least five office hours per week on campus.
- It is likely that no more than 4 core MBA courses will go online (due to accreditation requirements).
- Every online course scheduled during the fall semester (including those categorized as 50-100 % online) must hold one face-to-face meeting with students during the last four weeks of the semester. During this face-to-face meeting, students will be expected to complete SIR-II course evaluations, which will be used in the instructor's FPR. During the spring semester, a face-to-face meeting for evaluation purposes is also required for courses with a 50-100 % online format when (1) the instructor did not teach the same course in a 50-100% format during the fall semester or (2) the instructor taught the same course in less than 50 % online format during the fall semester.

### **Selling Textbooks and Other Materials (2002)**

The CBA feels strongly that selling books or other materials received at no cost from publishers is unethical, although it may be legal in some cases. Faculty members are encouraged to donate these items to libraries and charitable organizations or return them to the sales representatives.

### **Style Manual for Student Papers (approved 2003)**

The APA (American Psychological Association) style is recommended for adoption in all CBA classes.

### **Undergraduate Credit Examinations**

- Students may obtain credit in specified CBA courses by taking and passing a credit examination (CLEP or departmental exam) in courses approved by the college. (A departmental exam is available for ISDS 150, and CLEP exams are offered in introductory accounting, business law, economics, management, marketing and information systems.) Credit examinations are not considered exceptions.

### **Undergraduate Electives Inside and Outside the CBA (ALC 3/2006)**

- All business students will take 15 hours of electives which are inside or outside the CBA. These electives may be at any level. (They will be listed on the right side of the curriculum sheet.)
- Depending on the major, business students will also take up to nine hours of electives from inside the CBA. Management and Marketing majors have nine hours of business electives; Financial Services and GBA majors have six hours of business electives; Accounting and Financial Analysis majors do not have any additional electives. These electives may be at any level.
- Courses that are either housed in the CBA or administered by the CBA will be considered as CBA electives. [Examples: University Work Service (UNIV 200) and Study Abroad Seminar (UNIV 299).] Courses that are not either housed in or administered by the CBA will not be considered CBA electives. [Examples: International Studies (INTL 250) and foreign languages.] Documented approval of any exceptions must be obtained from the CBA dean. (C&S Committee, 9/7/05)

### **Undergraduate Exceptions (ALC 3/2006)**

Exceptions should be granted only in extenuating circumstances and with appropriate approval. The ALC, departments and Curriculum and Standards committee should review and monitor granted exceptions. All exceptions must be documented as outlined below, and an exception file must be maintained in the Dean's Office. (Note: MBA exceptions are approved and monitored through the MBA Manager and Graduate Studies Committee.)

## Course Prerequisites

- **Waiver of prerequisites in courses outside the CBA:** Documented approval must be obtained from the dean of the college offering the course.
- **Waiver of prerequisites in business core:** Documented approval must be obtained from the CBA dean and chair of the department offering course. The Dean's Office will maintain a list of these exceptions, including written documentation from the chair.
- **Waiver of prerequisites in major:** Documented approval must be obtained from the chair of the department offering the course, in consultation with the appropriate faculty. The chair will maintain a list of these exceptions and forward a copy to the dean.
- **Waiver of prerequisites in business electives:** Documented approval must be obtained from the chair of the department offering the course. The chair will maintain a list of these exceptions and forward a copy to the dean.

## Course Substitutions

- **Course substitutions in General Education curriculum:** Documented approval must be obtained from the dean of the college offering the course and from the Office of Academic Affairs.
- **Course substitutions in business core:** Documented approval must be obtained from the CBA dean and chair of the department offering course. The Dean's Office will maintain a list of these exceptions, including written documentation from the chair. No substitution will be allowed for the business capstone course, MADM 480.
- **Course substitutions in major:** Documented approval must be obtained from the chair of the department offering the major, in consultation with the appropriate faculty. The chair will maintain a list of these exceptions and forward a copy to the dean. (Course substitutions are not generally approved retroactively for a student completing the wrong course(s) in his/her major.)

## Sixty-Hour Rule

- Students should have completed 60 hours of coursework before taking an upper level (300- or 400-level) class. A student with at least 54 hours may obtain approval from the dean to enroll in one upper level class, provided he or she is scheduled to complete 60 hours during the semester. Other exceptions will not be made.

## Business Courses Taken by Non-Business Majors

- Less than 25 percent of the courses in an undergraduate degree program and less than 50 percent of the courses in a graduate degree program outside the CBA may be business courses. If a student transfers from the CBA to another college with more than the allowed business courses, he/she will be documented as an unavoidable exception.

## **Residency Requirements**

Any exceptions to the LSUS residency requirements must be authorized in writing by the student's dean.

- A student must earn at least 50 percent of his/her total hours from a four-year college or university. (This is a Board of Regents policy for which the college is not authorized to grant exceptions.)
- A student must earn in residence at LSUS:
  - a minimum of 25 percent of the term hours required in his/her degree program
  - a minimum of 30 of the last 40 term hours
  - At least 2/3 of the course requirements in the major
  - More than 50 percent of business credit hours required for the degree

## **Minimum GPA Requirements**

- A student must earn a minimum GPA of 2.0:
  - in all work attempted at LSUS
  - in all work attempted at LSUS and elsewhere
  - in the business core
  - in each course in his/her major, including the business core courses in the major area (i.e. Management majors must earn a C or better in MADM 301, etc.)
  - in the business capstone course, MADM 480.

### **Use of the 490 and 790 Course Designation in the CBA (2004)**

The use of the 490 and 790 course designation in the various course disciplines, BADM, MADM, FIN, ECON, MKT, ACCT, and BLAW, is designed to present special seminars on topics that are not sufficiently addressed in the regular course rotations but may be of interest for particular majors. In order to coordinate the various special topics offered within the college under a 490 designation, pre-requisites, prospective course outlines, plans (syllabus where possible), and student groups the course will attract must be cleared through the CBA Curriculum and Standards committee prior to being put on the schedule for the semester the course is to be taught. Should the seminar (same material) be taught more than twice in a two-year period, the department doing the 490 must request a permanent number designation for the course (same as rule used by the University Faculty Senate Courses and Curricula Committee.)

The same rules apply for graduate courses. Graduate courses with the 790 designation shall be cleared through the CBA Graduate Studies Committee (GSC).

Both students and/or faculty are requested to talk with the chairperson of their department about the possible creation and interest of any special topic being taught under the 490 or 790 designation.

### **Withdrawals and Resignations (2006)**

- Before the deadline to withdraw with a “W” grade, a student may withdraw online from any and all classes without additional approval. (Withdrawal from all classes is considered a resignation.) After the deadline to withdraw, students must obtain approval through the Dean’s Office of his/her college.
- Upon consent or request of the instructor of the course from which the student is withdrawing, the Dean’s Office will generally approve a late withdrawal. The student is generally responsible for having the instructor contact the Dean’s Office, either via phone or email, and the student will not be withdrawn without consent of the instructor involved.
- The Dean’s Office will inform the student to check with the Financial Aid Office to make certain the withdrawal will not adversely affect his/her financial aid status with the university.

### **Graduate Independent Study (BADM 795)**

(GSC, July 2004)

1. The purpose of this policy is to ensure that a student registered for BADM 795 will earn academic credit that is equivalent in both rigor and learning outcomes to a regular graduate course.
2. The student, under the direction of the faculty sponsor, should develop a written proposal for the study. The proposal should include, at the minimum, a description of the study goals, how these goals are to be achieved and a timetable for student/sponsor activity. The purpose of the proposal is to provide the graduate faculty, college administration and outside constituents the opportunity to judge the appropriateness of the learning outcomes, rigor and goals of the study. If the study is to be substituted for a regular course, the course syllabus should be attached.
3. The proposal, along with a signed INDEPENDENT STUDY REQUEST FORM should be submitted by the student to the chair of the sponsor’s academic department. If the chair approves the proposal, he or she will signify by signing and forwarding the proposal to the Graduate Program Director prior to one week before the start of the semester. The Graduate Program Director will then notify the chair of the Graduate Studies Committee, who will call for a meeting to discuss and vote on each proposal. The deadline for decisions is the end of the first week of the semester. The committee chair will notify the department chair and Graduate Program Director immediately after the vote.
4. During final exam week, the faculty sponsor will send a summary of the independent study’s results to the department chair. The department chair will maintain a file of all independent studies and forward a copy of each summary to the Graduate Program Director. The committee will monitor these summaries as a means of assessing the independent study program and to assist in any reporting to accrediting agencies or other outside constituents.

## **Graduate Probation and Suspension** (GSC, 3/24/03)

- A. A graduate student will be placed on academic probation at such time as his or her grade point average with respect to all graduate course work attempted during any regular semester or summer term is less than 3.0. (“Graduate course work” in this document is defined as any core or elective course in the respective graduate program; this policy does not pertain to foundation courses. A student must earn at least a C (or equivalent) in a foundation course to receive credit for that course.)
  
- B. A graduate student who has been placed on academic probation will be removed from probationary status at such time as he or she satisfies each of the following conditions:
  - 1. Maintains a grade point average of not less than 3.0 with respect to all graduate course work attempted during the first two regular semesters and the first summer term in which such student registers after being placed on academic probation;
  - 2. Earns no grade of “C” or below on any graduate course work attempted during the period described in section 1 of this paragraph B; and
  - 3. Upon the completion of the period described in section 1 of this paragraph B, has an overall grade point average with respect to all graduate course work attempted as a graduate student of not less than 3.0.
  
- C. A graduate student will not receive a degree and will be dropped from the graduate program at the first of such time as he or she:
  - 1. Fails to be removed from probationary status within the time period specified in paragraph B, above;
  - 2. Is placed on academic probation for the second time;
  - 3. Receives a grade of “D” or “F” in any course; or
  - 4. Receives a third grade of “C”.
  
- D. A student who is dropped from the program will be permitted to continue in the graduate program only after approval is given by the Graduate Studies Committee. To seek such approval, the student must submit a written appeal to the Graduate Studies Committee; the Committee must receive the appeal at least one week prior to the day of regular registration for the semester following the one in which the student was dropped from the program.

## **University and LSU System Policies And Procedures**

All LSUS policy statements may be accessed at the LSUS web site:

[www.lsus.edu/facultystaff/policieshb/policystatements/](http://www.lsus.edu/facultystaff/policieshb/policystatements/).

LSU System policies and procedures are listed at:

<http://appl003.ocs.lsu.edu/ups.nsf/Permanent%20Memoranda?OpenView>

**APPENDIX**  
**MAJOR POLICIES AND PROCEDURES EVERY FACULTY MEMBER SHOULD KNOW**

1	Advising	Faculty will be assigned students to advise and may be assigned interns to mentor. Advising and mentoring are functions of teaching.
2	Attendance – Faculty	Regular attendance during scheduled classroom hours, without excessive tardiness/missed classes, is expected. Classes should be held for full period.
3	Attendance – Students	Faculty must report all students who are not attending classes to Dean’s Office. Attendance policies must be clearly stated in the syllabi.
4	Class Time Changes	Any change in class time must be pre-approved through department chair.
5	Dead Week	No major assignments or exams may be scheduled during the final week of classes in fall and spring.
6	Faculty Development Funds	Use of faculty development funds must be pre-approved by chair and dean.
7	Faculty Files – Faculty Activity Plan/Faculty Performance Report	FPRs must be filed with chair each spring; FAP/MBOs must be filed each spring; new faculty must file an FAP at beginning of his/her first semester.
8	Faculty Files - Vitae	Current vitae must be updated annually in SEDONA and filed with chair.
9	Faculty Files - Syllabi	A copy of each syllabus must be filed with departmental administrative assistant at beginning of every semester.
10	Grades – Interim	Interim (25%) grades in 100-200 level courses must be posted on mainframe one week before last day to drop with a W.
11	Grades – Final	Grades in all courses <u>must</u> be posted on the mainframe by 10:00 a.m. on Monday following final exams. A copy of each grade sheet must also be turned in to Dean’s Office by that time.
12	Graduate Assistants	Graduate assistants will be assigned through the MBA Manager.
13	Immigration	Contact HR in the first month of employment to file appropriate paperwork.
14	Independent Studies	Independent studies are coordinated through department chair.
15	Laptops/Equipment Checkout	Property release forms must be completed.
16	Office Hours	Faculty must hold ten office hours /week, including up to five virtual hours, during the regular semester.
17	Offices	Faculty offices should be professional in appearance.
18	Outside Employment/Consulting	Faculty and staff must file PM-11 form with department annually and whenever new projects are undertaken.
19	Proctoring Exams/Posting Grades	Departmental administrative assistants and graduate students may not post grades or proctor exams given in the classroom.
20	Research Contributions	Faculty must provide documentation of research contributions to the chair.
21	Retirement/Medical Plans	Faculty and staff should contact Human Resources for optional plans.
22	Scheduling Classrooms	Scheduling classrooms is coordinated through Dean's Office.
23	Selling Classroom Materials to Students	Faculty are not allowed to sell required course materials to students; materials may be sold through the bookstore.
24	Selling Complimentary Copies	Selling complimentary materials is discouraged.
25	Sick Leave	Faculty (including those assigned to an alternate location) must report sick leave and file appropriate paperwork with department.
26	Technology Usage Requirements	Faculty are required to use Moodle in teaching. Faculty members must notify Computing Services to set up a Moodle Class for each course.
27	Travel – International	International travel must be approved by dean, chancellor and LSU system.
28	Travel – Student field trips	Off-campus field trips with students must be pre-approved through the chair.
29	Travel – Plane Reservations	The LSUS Visa card must be used for making plane reservations, and the State Travel Group must be used for airfare.
30	Travel Authorization	All trips require Travel Authorization form to be completed in advance.
31	Travel Reimbursement	Travel reimbursement requests must be completed within 30 days of travel.
32	Use of University Equipment/ Services	LSUS equipment and services should be used for university-related purposes only. Phone cards should be used for personal long distance calls.