

Academic Regulations for Classroom Management

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This section identifies NIU academic regulations related to classroom management about which most frequently have questions. Available space precludes an exhaustive listing of all policies and procedures that potentially relate to classroom management issues. Regulations regarding academic integrity, including academic misconduct, can be found in other sections of this resource.

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In addition to following established formal regulations you are encouraged to communicate reasonable standards of classroom conduct and decorum expected of students in their classrooms. Topics of such classroom behavioral expectations often include such things as general civility and respectfulness, terms of address, hand-raising, tardiness/leaving early/anticipated absences, bathroom/illness procedures, phones and pagers, side conversations, text messaging, use of laptops, eating, sleeping, and the degree to which student collaboration on assignments is permitted. You should also be prepared to themselves abide by the rules of decorum they establish. Questions about the reasonability of such discretionary rules are best directed to your department chair or the ombudsman.

Foundational Statements

You are encouraged to read the first section of the “Statement on Professional Behavior of Employees” {<http://www.niu.edu/provost/policies/appm/II21.shtml>} and the second section of the “Statement of Professional Ethics for Faculty at Northern Illinois University.” {http://www.niu.edu/u_council/faculty_senate/bylaws/index.shtml#ethics} These brief statements provide a foundation on which to base otherwise unstipulated regulations related to the faculty/student relationship.

Attendance/Absences

As stated in the Undergraduate Catalog, “Each instructor decides whether to excuse class absences and determines how to permit makeup work.”

{“Attendance” in http://catalog.niu.edu/content.php?catoid=9&navoid=236#othe_acad_poli}

Accommodations for Students

You are required to make reasonable accommodations for students with disabilities that have been certified through the Center for Access-Ability Resources. You are encouraged to make reasonable accommodations for students presenting other truly exceptional situations.

- Disability accommodations must be officially certified by the student through the Center for Access-Ability Resources, and formally requested by the student of the specific faculty member, prior to any requirement for accommodation. {<http://www.niu.edu/caar/guidelines/index.shtml>}

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- Health/Medical accommodations (not formally certified as disabilities) may be made on a case by case basis at the discretion of the individual faculty member. You may request that the student provide documentation from a medical service provider or other appropriate source as a requirement for accommodation. You must, however, treat all students with similar situations within the same class in a similar manner. {"Attendance" in http://catalog.niu.edu/content.php?catoid=9&navoid=236#othe_acad_poli}
- Hardship situations such as a death in the family, unanticipated transportation difficulties, etc., may be accommodated at the discretion of the individual faculty member as long as all students in that class presenting similar situations are treated in a similar manner. {"Attendance" in http://catalog.niu.edu/content.php?catoid=9&navoid=236#othe_acad_poli}
- Student conflicts between religious observances and the academic schedule may be accommodated at the discretion of the faculty member. Students should be encouraged to make such requests well in advance. <http://www.niu.edu/provost/policies/appm/I7.shtml> }

Classroom Disruption

You are responsible for maintaining a classroom environment conducive to the educational process. Should a student fail to comply with reasonable requests to alter his or her behavior to achieve that end, the faculty member has the responsibility to ask the student to leave the room. See the classroom disruption policy for additional information regarding requirements and procedures.

{http://catalog.niu.edu/content.php?catoid=9&navoid=236#othe_acad_poli}

Emergencies

You are strongly urged to immediately call 911 in the case of any imminent threat to personal safety. They are also urged to become familiar with the "NIU Emergency Guide" that is available in each campus room. It addresses specific concerns such as medical and mental health emergencies, menacing behavior, fire and severe weather evacuation procedures, and emergency communications.

Office Hours

Faculty members who teach are expected to maintain regular office hours or other means for promoting student-faculty consultation approved by the department.

{<http://www.niu.edu/provost/policies/appm/II25.shtml>}

Privacy

In accordance with federal law, students have the right to certain standards of privacy in regard to their grades and other educational records. As it relates to classroom management, you are encouraged to return graded work to students and/or communicate assignment or final grades to students in a manner that does

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not allow for access to any other student's score or grade.

{http://catalog.niu.edu/content.php?catoid=9&navoid=253#stud_info_and} and

{<http://www.reg.niu.edu/regrec/confidentiality/ferpafaculty.shtml>}

All graded student work not returned to students and all grade books and other records pertinent to determining student final grades are to be retained for at least thirteen months after the course is completed.

Retention of Records

All graded student work not returned to students and all grade books and other records pertinent to determining student final grades are to be retained for at least thirteen months after the course is completed. {See F. in <http://www.niu.edu/provost/policies/appm/III5.shtml>}

Student Evaluation of Instruction

With rare exception, near the close of the semester you must administer formal course evaluations developed by departments. This may not be done during the final exam period, and the faculty member may not be present when the evaluations are being completed.

{<http://www.niu.edu/provost/policies/appm/II14.shtml>}

Syllabus

There are university policies that relate to the course syllabus. The Undergraduate Catalog

{http://catalog.niu.edu/content.php?catoid=9&navoid=236#grad_syst} stipulates that: "You are expected during the first week of a semester to indicate clearly the requirements in a course and the level of competence to be associated with each of the possible letter grades." The undergraduate grade appeal procedure

{<http://www.niu.edu/provost/policies/appm/III7.shtml>}

and the graduate grade appeal procedure {<http://www.niu.edu/provost/policies/appm/III8.shtml>} both refer to a deviation from the grading standards delineated in the course syllabus as one of several criteria on which a grade appeal can be based, "the assignment of a grade by a substantial departure from the instructor's criteria distributed in writing during the first fourth of a course." In addition, many departments require that a copy of the syllabus for every course be submitted and kept on file in the departmental office.

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Summary

Your department, school and/or college may have regulations other than those that are presented here. Ask your chair and/or dean for regulations that may be specific to your department, school or college.