Policies, Procedures & Guidelines

Policies [https://policies.psu.edu](https://policies.psu.edu)
- Academic, Research, Intellectual Property, Human Resources, Administrative, Safety, Travel, etc.

University Faculty Senate Policies & Rules [http://senate.psu.edu/policies-and-rules-for-undergraduate-students/](http://senate.psu.edu/policies-and-rules-for-undergraduate-students/)


Academic Administrative Policies & Procedures Manual (AAPM) [http://www.psu.edu/oue/aappm/](http://www.psu.edu/oue/aappm/) (alpha-numeric; implementation of Senate Policies)

Degree Programs Bulletins
- Undergraduate: [http://undergraduate.bulletins.psu.edu/undergraduate/](http://undergraduate.bulletins.psu.edu/undergraduate/)
- Graduate: [http://bulletins.psu.edu/graduate](http://bulletins.psu.edu/graduate)

Course Catalog [http://tinyurl.com/LionPATH-CourseCatalog](http://tinyurl.com/LionPATH-CourseCatalog)

Class Search [http://tinyurl.com/LionPATH-ClassSearch](http://tinyurl.com/LionPATH-ClassSearch)

Important for Faculty

Syllabus (Faculty Senate 43-00, R-5)
- [Example Syllabus Statements](https://www.facultyenlight.com)

Textbook Selection (Resident Instruction)
- [https://www.facultyenlight.com](https://www.facultyenlight.com)

FERPA: Family Educational Rights & Privacy Act (AD 11)
- Confidentiality Guidelines [http://www.registrar.psu.edu/confidentiality/guidelines_faculty_staff.cfm](http://www.registrar.psu.edu/confidentiality/guidelines_faculty_staff.cfm)
- FERPA Tutorial [http://www.registrar.psu.edu/staff/ferpa_tutorial/ferpa_tutorial.cfm](http://www.registrar.psu.edu/staff/ferpa_tutorial/ferpa_tutorial.cfm)

Prerequisites & Concurrent Courses (34-60, C-5)
- Instructor may limit course enrollment to students with prerequisites.

Class Attendance (42-27, E-11)
- Provide a reasonable opportunity for students to make up work for absences due to:
  - Approved curricular & extracurricular activities
  - Legitimate, unavoidable reasons (illness, injury, family emergency, religious observance)

General, Final & Evening Exams (44-10, 20, 30; F-1, F-2, F-5)

Conflict Final Exams (44-25, F-3)
- Students must file an official exam conflict with the Office of the University Registrar

Academic Integrity (49-20, G-9)
- The University has guidelines as do each college and campus

Acquisition of Credit (42-23) 1 credit hour = minimum of 40 hrs/semester

Basis for Grades (47-20)

Grade Adjudication (G-10)

Resolution of Student Classroom Problems (20-00)
- Academic Freedom (HR-64)
- Classroom Academic Freedom (R-6)

Office Hours or Class Cancellation
- Unit Guidelines or Faculty Handbook [https://sites.psu.edu/provost/faculty-handbook/](https://sites.psu.edu/provost/faculty-handbook/)