

**SIMPSON COLLEGE FACULTY HANDBOOK  
PART V: ACADEMIC INFORMATION**

**Table of Contents**

Academic Advisors .....	2
Academic Council .....	2
Catalog .....	2
Commencement .....	2
Convocation .....	2
Courses at 100 Level .....	2
Curriculum.....	3
Dean’s Advisory Council .....	3
Dean’s Cabinet .....	3
Emeritus Status .....	3
Epsilon Sigma.....	3
Faculty Meetings.....	3
Faculty Office Hours .....	4
Foreign Study.....	4
Hawley Academic Resource Center.....	4
Institutional Review Board.....	4
Overload Charge Exemption.....	6
Petitions.....	6
Schedule .....	6
Withdrawal from College .....	6

## **SIMPSON COLLEGE FACULTY HANDBOOK PART V: ACADEMIC INFORMATION**

**NOTE:** The items in this section are provided for informational purposes only. Additions, amendments and deletions may be made by the office or agency responsible. Items are informational in nature and should not be considered contractual.

### **ACADEMIC ADVISORS – Academic Dean**

Freshman advisees are assigned an advisor who is the faculty member they have chosen as their liberal arts seminar instructor. This faculty member remains the new student's advisor until the student selects a major field of concentration. At that time, he/she chooses or is assigned to an advisor in that field. In addition to the LAS first year advisor, there will be departmental advisors for students in education and other selected areas.

### **ACADEMIC COUNCIL-Academic Dean**

The Academic Council advises the academic dean in matters of academic policy and procedures. It consists of the academic division heads, and the college's registrar. The Academic Council is chaired by the academic dean.

### **CATALOG– Academic Dean**

The official catalog of the college provides the guide to college policy, although student handbooks, faculty actions, and administrative decisions supplement this from time to time.

### **COMMENCEMENT– Academic Dean**

Graduating seniors are expected to be present for commencement exercises. Commencement is part of graduating. Faculty members are likewise expected to attend commencement.

### **CONVOCATION– Academic Dean**

Convocation is held at the beginning of the fall semester. Honors convocation is held at the end of spring semester. All faculty are expected to attend and process in academic regalia.

### **COURSES AT 100 LEVEL– Academic Dean**

Inasmuch as 100-level courses are offered primarily for freshmen, academic advisors should discourage registration of juniors or seniors for 100-level courses .

### **CURRICULUM-Faculty Constitution**

Matters concerning additions, deletions, or modifications in the college curriculum are considered by the faculty committee on educational policy and curriculum. Final decision and action rests with the faculty.

### **DEAN'S ADVISORY COUNCIL-Academic Dean (rev 10/14/09)**

The dean's advisory council consists of the five division heads, the dean's cabinet, and the chairs of faculty development, liberal arts seminar, cornerstone program and the center for vocation and integrative learning. It meets monthly.

### **DEAN'S CABINET-Academic Dean (rev 10/1/4/09)**

The dean's cabinet consists of the librarian, registrar, director of international education, director of Hawley Learning Center and the associate vice president for academic affairs. It meets monthly.

### **EMERITUS STATUS (rev 02/02/10)**

Professor emeriti are accorded the following privileges:

- Free admission to campus events to which regular faculty members are admitted free of charge;
- Use of college stationery and limited secretarial service as available;
- Office space when available;
- Use of athletic facilities in accordance with arrangements made for regular faculty members;
- Being kept on college email and mailing lists, including those for the alumni newsletter, the president's reports and other similar publications;
- Invitation to all college events to which all regular faculty members are invited (for example: convocations, commencement, homecoming events, holiday and wellness events, etc.);
- Continuation of library privileges

### **EPSILON SIGMA-Epsilon Sigma**

Epsilon Sigma is the honorary scholastic fraternity at Simpson. Ten percent of the graduating class is elected each year. Please warn candidates that incomplete grades may lower grade point averages that would otherwise make students eligible for election.

### **FACULTY MEETINGS-Faculty Constitution**

The corporate faculty meets prior to the beginning of the academic year at the end of August, thereafter on the first Tuesday of the month, beginning October through May, with the following exceptions: the January meeting will be the Tuesday of the second week of the second semester; and a second May meeting is held on the Monday following commencement. It may also meet as often otherwise as necessary to transact

business and communicate important information. Classes are not to be held at the time of faculty meetings and all faculty members are obliged to participate. Any classes scheduled for that time should be rescheduled for an open period during the week.

No major item of business is to be introduced to the faculty after the March meeting, unless the faculty agrees to the item.

#### **FACULTY OFFICE HOURS– Academic Dean**

Each faculty member should establish six or more hours per week that he/she will keep free insofar as possible and during which time he/she will be available in his/her office to students who seek help, guidance, information, etc. It is most helpful to the students if not all of the office hours occur on the same day of the week nor at the same time of day through the week.

#### **FOREIGN STUDY– Academic Dean**

A student may apply for permission to include foreign study in the curriculum leading to his/her degree. Application is made on petition forms obtained from the registrar. In addition to the usual programs of foreign study, students have the opportunity to participate in the overseas programs during May. The registrar and faculty members have information on foreign study programs.

#### **HAWLEY ACADEMIC RESOURCE CENTER– Academic Dean**

The Hawley Academic Resource Center is designed to assist students to improve their educational skills. Whenever an entrance test or a faculty member ascertains a student's use of English and/or mathematics is not proficient, he/she should refer the student's name with supporting documents to the resource center.

Students may, of course, enroll in the resource center of their own volition if they feel the need for improvement in study and communication skills.

#### **INSTITUTIONAL REVIEW BOARD– Academic Dean (revised 12/1407)**

Download an [Application](#) for Approval of Research Involving Human Participants

The Simpson College Institutional Review Board (IRB) was established in September, 2002. The board's mission is to ensure that research involving human participants at Simpson College is conducted in an ethical manner that minimizes risks to participants. Simpson College requires research projects covered by this policy to be approved by the IRB before the research begins. Projects are approved for a period of up to one year. Annual reports are required for projects lasting longer than one year. The IRB is expected to act on proposals in a timely manner. If concerns are raised during a review, the IRB will provide guidance to the investigator so the proposal can be revised and approved.

The following research activities require IRB approval:

- 1) Research utilizing human participants and conducted with the intent or expectation of presenting or publishing the results
- 2) Research utilizing human participants that is conducted by undergraduate or graduate students
- 3) Data collected outside of the classroom.

Not all research is covered by the IRB policy. The following research activities do not require IRB approval:

- 1) Research that does not utilize human participants
- 2) Research a Simpson College instructor might conduct within his or her own classes to evaluate the effectiveness of various learning tools or methods of instruction
- 3) Research conducted as an educational activity during a regularly scheduled class and directly supervised by a Simpson College instructor.
- 4) Journalistic reporting

The Simpson College IRB is composed of six (6) members to be appointed by the dean of academic affairs. Additional members may be added if the board is acting on a proposal that will be submitted for federal funding. Federal guidelines require at least one member from outside the college and one member from a non-science discipline.

The board utilizes a review plan that is consistent with federal guidelines for research involving human participants, Title 45, Code of Federal Regulations, Part 46. These guidelines permit the initial screening and classification proposals into two categories based on the level of risk to the potential participants.

Category 1: Studies in Category 1 are judged to provide no more than a minimal risk to the participants and are referred for an expedited review. The proposed study will be reviewed by a designated board member and returned to the board chair with a recommendation. If the evaluator recommends approval, the chair will send an approval letter to the investigator. In the unlikely event the evaluator does not recommend approval, the proposal will be submitted for a full review. Estimated turnaround time 1 week.

Category 2: Studies in Category 2 are judged to be of more than minimal risk to participants or involve special populations such as minors. Copies of the proposal will be distributed to all board members and the proposal will be discussed at a meeting of the full board. Investigators will be invited to attend the meeting to answer questions about

their study. Following the meeting, the board chair will inform the investigator in writing of the board's decision. Estimated turnaround time is 2 weeks.

#### **OVERLOAD CHARGE EXEMPTION– Academic Dean**

The following activities do not create overload charges to the student account if the students' total semester enrollment already totals 16 semester hours: choir, band, jazz workshop, Madrigal, Simpson forum, freshman forum, Mgt 390-Small Business Inst., PolSci 130-Model U.N., Zenith, Simpsonian, Sequel, ESAF investment fund, journalism practicum, women's chorale, any Music 270 or 271 course, Psych 290 for R.A.s. (see section entitled Registration).

#### **PETITIONS– Academic Dean**

Student academic petitions are to be made out in triplicate and submitted to the registrar. One copy is to be retained by the registrar's office, a second copy is to be delivered to the student's advisor, and the third copy will be given to the student. Petitions are kept in the student's file in the office of the registrar.

#### **SCHEDULE– Academic Dean**

The registrar, assisted in the formation of the schedule by the heads of departments, has the final responsibility and authority for the academic schedule.

Normally, courses numbered from 100-199 are open only to freshmen.

Normally, courses numbered from 200-299 are open for sophomores and juniors.

Normally, courses numbered from 300-399 are limited to juniors and seniors.

Faculty may grant permission to outstanding freshmen and sophomores to take courses in the 300 group.

#### **WITHDRAWAL FROM COLLEGE– Academic Dean**

Students who wish to withdraw from the college, either during or at the end of any semester or term, should be referred to the office of the dean of students to initiate the process. Students are also urged to keep their records with the college active by filing a withdrawal in the registrar's office. When the withdrawal process has been completed, the registrar notifies the student's instructors, academic counselor, and appropriate administrative offices.

Students withdrawing from college prior to the completion of any final examinations receive the designation of "W" for each course in which they were enrolled. The "W" carries no credit or quality points.