POLICIES AND PROCEDURES FOR FTHC (FACULTY TEACHING IN THE HONORS COLLEGE)

ACADEMIC POLICIES

Honors College Student Code
● Honors students are bound by the UNC Charlotte Honors College Student Code which outlines expectations for behaving with honesty and integrity in all conduct both on and off campus.

Course Evaluations
● Honors faculty are required to participate in the campus mid-semester student evaluations. Students should receive feedback about their grade at this point, if not before. Please design your syllabus so you have substantive feedback to provide for the early alert (September 15th) and can post a meaningful mid-term grade (by October 6th). The university deadline for reporting unsatisfactory mid-semester grades is noon on Friday, October 6th. Conducting both formal and informal evaluations throughout the semester allows for an open exchange about how the course is going and provides the opportunity for course adjustments as needed.

Class Cancellations
● If you need to cancel your class, email Shannon Carey at shannonzurell@uncc.edu. Cancelling class is strongly discouraged except in cases of emergency.

Grading
● Because honors courses are supposed to be rigorous and present an intellectual challenge, giving incompletes to allow a student to catch up or improve are not appropriate in honors courses. Any incompletes given must follow the UNC Charlotte Academic Policy and Procedure on Grading. Contracts for any incompletes given must be emailed to Shannon Carey at shannonzurell@uncc.edu for record-keeping purposes.

PROCEDURES

Collaboration
● Please see our Canvas resource site for information about resources, to share ideas, and to connect with other FTHC. During the month of October, we will hold a collaboration session for all faculty who are teaching in honors this academic year.

Course Logistics
● The syllabus for your honors course should include all required UNC Charlotte guidelines and policies. Please refer to the Honors College Course Syllabus Template (PDF version) or (Word version) for details.
● Please email your syllabus to Cherese Childers-McKee cdchilde@uncc.edu at the beginning of the semester.
● Although we have moved to Levine Hall, Fretwell 206 is still our designated classroom for honors courses. If you’ve decided to hold your class in Levine Hall Room 183, you will need to notify your students of the room change before the first class.

Change in Employment
● If you are not teaching for the Honors College during a given semester, all equipment that you borrow needs to be turned in at the end of the semester in which you are teaching for us.

Concerns about a Student
● If you have a concern about a student, please contact Cherese Childers-McKee cdchilde@uncc.edu so that she can alert the appropriate administrator. For a list of additional resources, please contact Student Assistance and Support Services (SASS).