

## Obtaining Information on Academic Policies

Center for Research on Learning and Teaching

The various schools and colleges of the University have different academic policies and procedures, so it is important to be aware of what differences exist. What an instructor also needs to keep in mind is that policies that apply to a given student are determined by that student's unit, not by the school or college in which the course is offered.

### Policies for the College of LS&A

There are several sources to which teaching assistants can turn for information on academic policies and procedures. These sources are indicated in the sections that follow.

#### *Handbook for Faculty and Instructional Staff*

The Office of Student Academic Affairs (764-7297), located at 1255 Angell Hall, distributes a *Handbook for Faculty and Instructional Staff*, which outlines instructional policies and procedures within the College. The information contained in the *Handbook* comes from the *Faculty Code*, the governing document created by the LS&A faculty. The *Handbook* covers policies regarding examinations, grading, incompletes, etc. and explains the various forms used by instructors. The *Handbook* concludes with a list of offices to which an instructor might need to refer. It is available online at: <http://www.lsa.umich.edu/facstaff/saa/lsahandbookforfacultyandinstructionalstaff>

#### *Reference Manual for Department/Program Advising Staff*

This is a comprehensive source of information on academic policies and procedures affecting students. The booklet is prepared for use by academic counselors, so copies are not circulated in general. Copies of the Reference Manual are available at the Newnan LSA Academic Advising Center (764-0332).

#### *University of Michigan Bulletin*

The *University of Michigan Bulletin* is published separately for the various schools and colleges. Each *Bulletin* contains a section on Academic Policies and Procedures. The LS&A *Bulletin* includes much of the same information found in the *Handbook for Instructional Staff* but is written for the benefit of students enrolled in the College rather than for the instructional staff.

#### *Newnan LSA Academic Advising Center*

This information center for the College of LS&A is available for quick answers to questions regarding academic policies and procedures. Individuals can call 764-0332 reach a resource person at this center.

### Policies of Other Schools and Colleges

Each school and college has established procedures regarding the granting of credit, the assignment of grades, the fixing of degree requirements, and counseling. Each unit has similarly established procedures for handling disciplinary matters, grievances involving grades, and adjudication of differences between arbitrating bodies, members of the faculty and students. The *Bulletin* of each school or college describes the policies pertinent to that particular unit. The administrative heads of the schools and colleges also undertake to keep the members of their faculties and student bodies informed of regulations in force and of means available for their interpretation.

*Please also see "Academic Integrity in the Classroom" (p.141) for links to honor codes and academic integrity policies of U-M's schools and colleges. Gender and Respect in the University Community*