



## Faculty Resources Guide for Teaching

1. Syllabus .....	2
2. TCU Online / D2L .....	3
3. Grading and Student Records .....	4
➤ Instructions for entering grades .....	5
➤ Instructions for grade changes .....	8
➤ Instructions for accessing class roster .....	10
➤ Absence form .....	11
➤ Attendance Policy: enrollment and auditing .....	11
4. FERPA .....	11
5. Advising and Mentoring .....	11
6. Important Academic Calendar Dates .....	12
7. Additional Resources .....	13
➤ Dean's Office Contacts .....	13
➤ Academic Support Resources .....	13
➤ Off-Campus Activity and Travel .....	13
➤ TCU Campus Map .....	13

## Syllabus Policy, Required Elements, and Best Practices

<https://cte.tcu.edu/syllabus-templates/>

A well-designed, complete, and engaging syllabus is key for a successful course. The syllabus can act as both a contract with students and as a roadmap for what students should know, value, and be able to do by the end of the course.

Attendance Policies: Faculty are required to publish their attendance policy in their syllabus and maintain records of class attendance for federal and university financial aid. [TCU's Policy for Religious Observances and Holidays](#) must be made available in syllabi and accommodated when a student makes a request, including by “extending to students the courtesy of absence without penalty on these occasions, including permission to make up examinations, quizzes or other assignments.” A general list of notable religious and spiritual festivals and holy days that may require appropriate accommodations may be found [here](#) (along with likely impacts on a student's participation).

Office Hours policy: Faculty are required to hold office hours. Best practices are one hour for each class that is part of the assigned teaching load. For example, if a faculty member has an assigned teaching load of 3/3 (three courses for both fall and spring semesters) then they would hold 3 hours per week throughout the fall semester and 3 hours per week throughout the spring semester.

## TCU Online / D2L

<https://tcuonline.tcu.edu/>

### What is TCU Online?

Brightspace by D2L, referred to as TCU Online, is TCU's learning management system. Using TCU Online is optional for face-to-face classes, and each faculty member may utilize different tools. In TCU Online, instructors are able to:

- Post syllabi
- Maintain a secure gradebook
- Share accessible course content
- Give quizzes and exams
- Facilitate online discussions
- Collect and provide feedback on assignments
- Correspond with students through announcements and email
- And more!

Courses are automatically created in TCU Online when a faculty member is officially assigned to a course in TCU's [Class Search](#). TCU Online will continue to update as faculty are assigned to new courses through the Registrar's office. Please note, although TCU Online updates frequently, it may take up to 24 hours to reflect recent changes made by the Registrar.

By default, courses created in TCU Online are inactive unless the instructor chooses to [activate](#) and use the course.

### Log In to TCU Online

Users must have an active TCU Online account in order to access TCU Online. As a new faculty member, an account will be created once you have completed the following:

1. Have all your hiring paperwork completed through the hiring process.
2. Have a [TCU network account](#).
3. Be officially assigned to a course listed on TCU's [Class Search](#).

Once you have an active TCU Online account, you can:

- [Log In and Out of TCU Online](#)
- [Locate and Pin your Courses](#)
- [View as a Student](#)

View this introductory video to learn more about [Navigating TCU Online](#).

For additional support and workshops visit the Koehler Center Koehler Center for Instruction, Innovation & Engagement at <https://cte.tcu.edu/events/>

## Grading and Student Records

Grading Policy: The University's system of grading and a discussion of the grade-point system will be found in the Undergraduate Studies Catalog in the bachelor's degree section under Definitions and Regulations, in the Graduate Studies Catalog under Academic Rating System. All faculty members should familiarize themselves with this section, especially that area dealing with "I" grades and drops. A "Q" grade is assigned for a course which is dropped with permission of the dean of the school or college of the student's major (and dean of the school or college in which the course is offered, if different) in consultation with the instructor of the course when reasonably possible.

**Grade Rosters:** Faculty members are expected to report "Unsatisfactory Progress Reports" for students at mid- semester. A distinctive set of Web-based grade rosters is produced for unsatisfactory grades.

Excerpt from TCU Registrar's Office <https://reg.tcu.edu/index.asp>

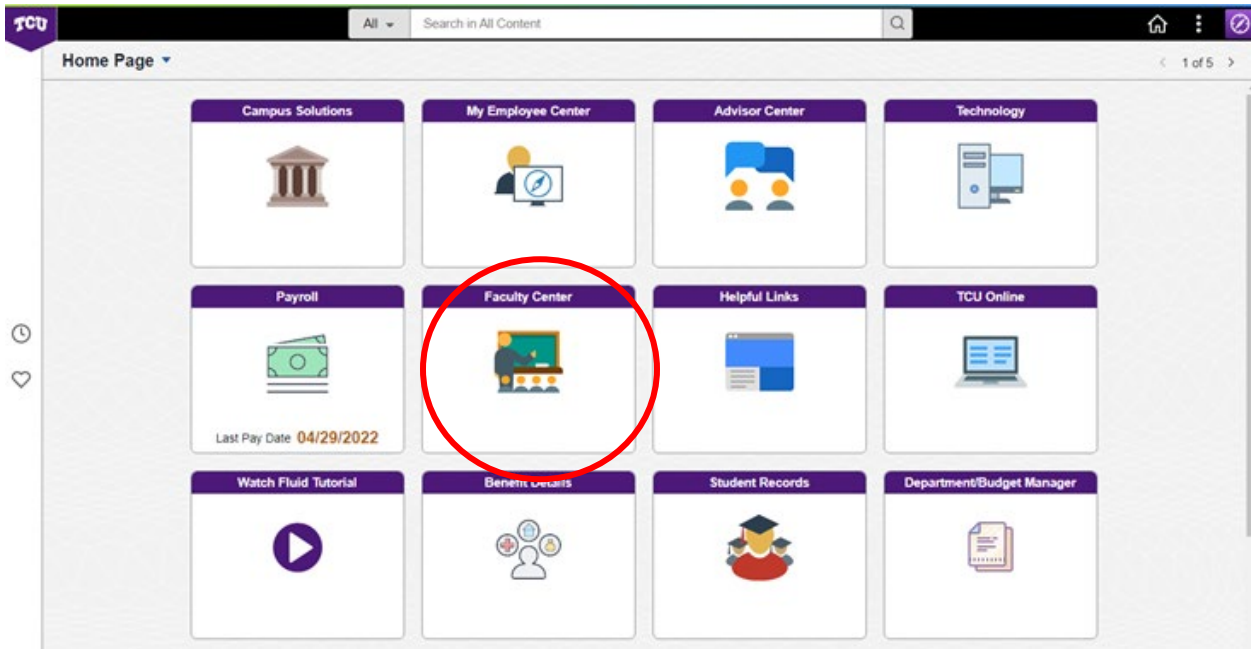
*Grades for degree candidates must be recorded at least 72 hours (Wednesday by 5:00 pm) prior to commencement exercises. In any term in which commencement is scheduled, study days and Saturdays will be available for faculty to reschedule final examinations for graduating students. Final examinations originally scheduled the last two days of final exam week may be rescheduled on the corresponding study days and Saturday as required at the same time of day as originally scheduled.*

*Grades for non-degree candidates must be submitted within 48 hours of the final exam.*

## Instructions for Entering Grades

TCU Online is not connected to the Registrar's system. You will need to log into my.tcu.edu.

You will click on the Faculty Center tile.



2022 Summer Term | Texas  
Christian University

Change Term

Select display option

Show All Classes

Show Enrolled Classes Only

Click on the Grade Roster icon



		FAME 30273-020 (31952)	Digital Design (Lecture with Integrated Lab)	11	MoWe 10:00AM - 11:50AM	Fine Arts Building 105	Jan 10, 2022-May 6, 2022
--	--	------------------------	--	----	------------------------	------------------------	--------------------------

When entering Mid-Term Grades, you will want to make sure the \*Grade Roster Type is set to Mid-Term Grade (see screen shot below). All students with unsatisfactory grades should have a "U" entered in the Grade area. There is a drop-down menu that will allow you to select a U. Those students that are successful will not have anything entered. You still need to submit Mid-Term Grades even if all of your students are successful in the course. The \*Approval Status should be set to For Midterm or TAs. Then click Save and you should get a pop-up message that your grades have been submitted

Bubonia,Janace

Faculty Center | Advisor Center

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Grade Roster

2022 Spring Term | Regular Long Semester | Texas Christian University | Undergraduate

▼ FAME 30273 - 020 (31952) Change Class  
Digital Design (Lec w/Lab)

Days and Times	Room	Instructor	Dates
MoWe 10:00AM-11:50AM	Fine Arts Building 105	Bubonia,Janace	01/10/2022 - 05/06/2022

Display Options

Display Unassigned Roster Grade Only

\*Grade Roster Type: Mid-Term Grade ▼  
Mid-Term Grade  
Non-Deg Candidates Final Grade

Grade Roster Action

\*Approval Status: For Midterm or TAs ▼ Save

## Submitting Final Grades for Non-Degree Candidates

In the Display Options box you will change Mid-Term Grade to Non-Deg Candidates Final Grade or Final Grade (All) (if you do not have any graduating seniors in the class (see screen shots below). This will allow you to enter the letter grades. Once grades are entered you will change the \*Approval Status in the Grade Roster Action Box to the right to Approved. See the screen shot below. Then click Save and you should get a pop-up message that your grades have been submitted.

Bubonia,Janace

Faculty Center | Advisor Center

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Grade Roster

2022 Spring Term | Regular Long Semester | Texas Christian University | Undergraduate

▼ FAME 30273 - 020 (31952) Change Class  
Digital Design (Lec w/Lab)

Days and Times	Room	Instructor	Dates
MoWe 10:00AM-11:50AM	Fine Arts Building 105	Bubonia,Janace	01/10/2022 - 05/06/2022

Display Options

Display Unassigned Roster Grade Only

\*Grade Roster Type: Mid-Term Grade ▼  
Mid-Term Grade  
Non-Deg Candidates Final Grade

Grade Roster Action

\*Approval Status: For Midterm or TAs ▼ Save

OR

**Display Options**

\*Grade Roster Type: Final Grade (All)

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status: Approved Posted

Bubonia, Janace

[Faculty Center](#) | [Advisor Center](#)  
[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Grade Roster

2022 Spring Term | Regular Long Semester | Texas Christian University | Undergraduate

▼ **FAME 30273 - 020 (31952)**  
Digital Design (Lec w/Lab)

Days and Times	Room	Instructor	Dates
MoWe 10:00AM-11:50AM	Fine Arts Building 105	Bubonia, Janace	01/10/2022 - 05/06/2022

[Change Class](#)

**Display Options**

\*Grade Roster Type: Mid-Term Grade

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status: For Midterm or TAs [Save](#)

Approved

For Midterm or TAs

Not Reviewed

## Submitting Final Grades for Degree Candidates

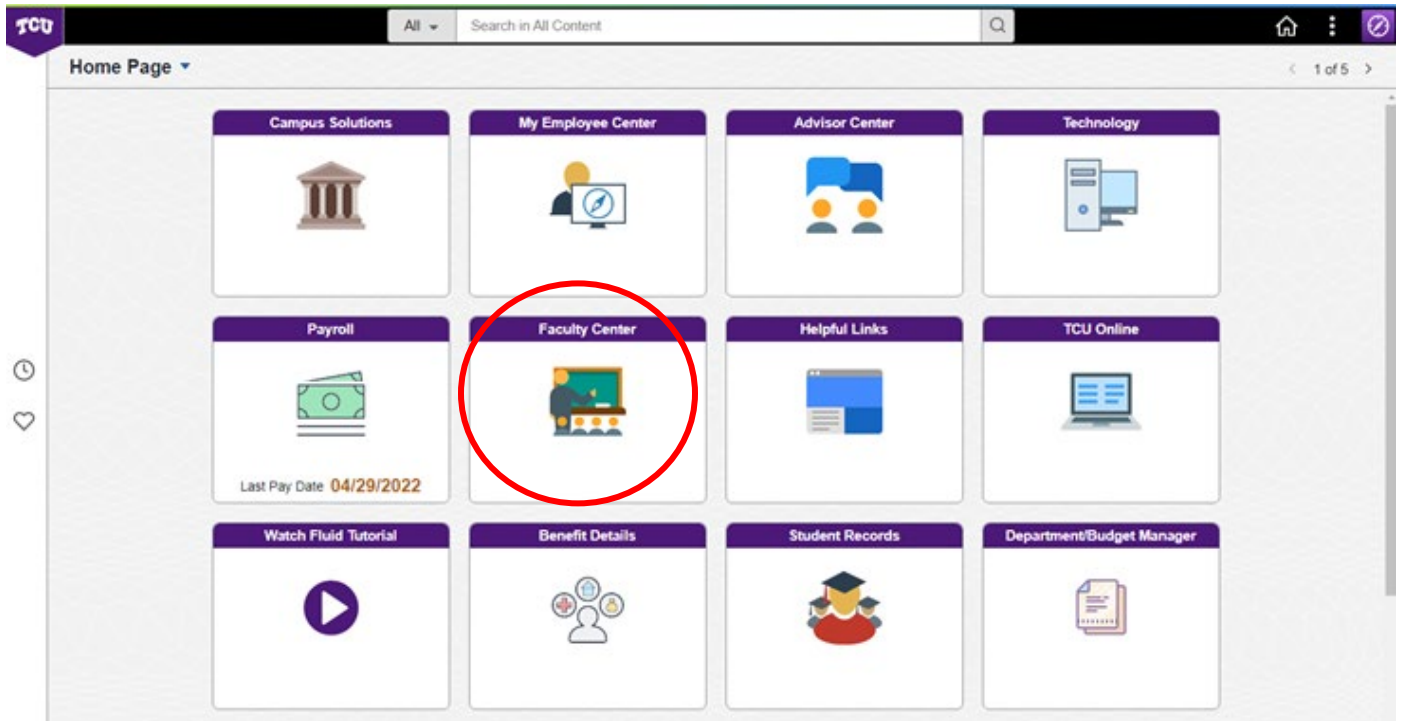
In the Display Options box you will change Mid-Term Grade to Deg Candidates Final Grade. This will allow you to enter the letter grades. Once grades are entered you will change the \*Approval Status in the Grade Roster Action Box to the right to Approved. See the second screen shot below. Then click Save and you should get a pop-up message that your grades have been submitted.

If you have non-degree candidates in the course as well as degree candidates you will need to submit those separately following the directions for both degree candidates and for non-degree candidates.

## Instructions for Grade Changes

TCU Online is not connected to the Registrar's system. You will need to log into my.tcu.edu.

You will click on the Faculty Center tile.



You may need to click Change Term and then select the Year and Semester.

2022 Summer Term | Texas  
Christian University

Change Term

Select display option

Show All Classes

Show Enrolled Classes Only

Click on the Grade Roster icon



		FAME 30273-020 (31952)	Digital Design (Lecture with Integrated Lab)	11	MoWe 10:00AM - 11:50AM	Fine Arts Building 105	Jan 10, 2022-May 6, 2022
--	--	------------------------	--	----	------------------------	------------------------	--------------------------

Once the grade roster opens you will see the option to click on the button(s) Request Grade Change.



<b>Display Options</b> *Grade Roster Type <input type="text" value="Final Grade (All)"/> <input type="checkbox"/> Display Unassigned Roster Grade Only	<b>Grade Roster Action</b> *Approval Status <input type="text" value="Approved"/> Posted
--	---

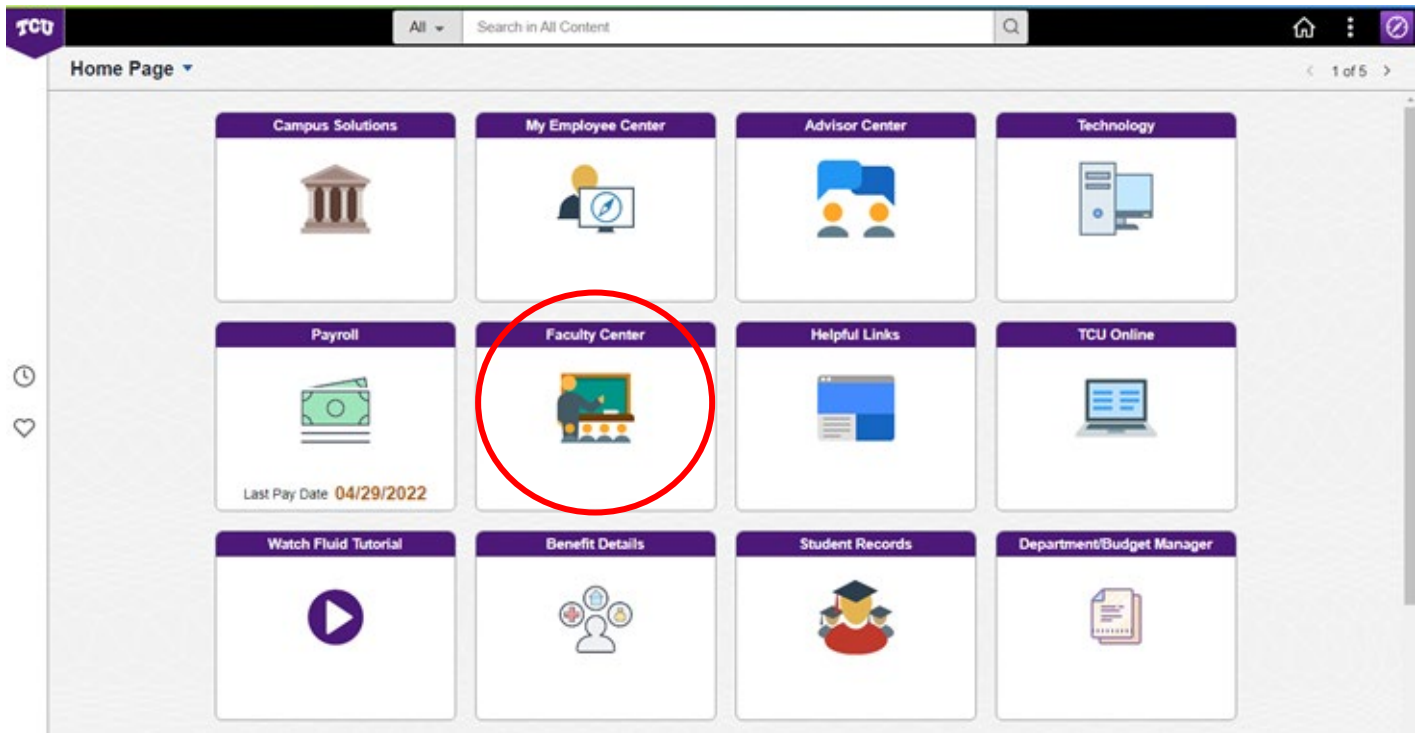
Personalize   Find       First 1-11 of 11 Last									
<b>Student Grade</b>									
	ID	Name	Roster Grade	Official Grade	Grading Basis	Grade Change	Program and Plan	Level	
<input type="checkbox"/>	1	[REDACTED]	B	B	GRD	<input type="button" value="Request Grade Change"/>	[REDACTED]	Junior	Posted

Once you have clicked Request Grade Change you will be able to enter the New Grade and you will need to provide justification for the change of grade in the Instructor Comments section. Then click Submit.

Grade Change				
<b>SeqNum</b>	1	<b>Approval Status</b>	Pending	<b>Submitted Date</b>
<b>Grading Basis</b>	GRD	<b>Current Grade</b>	B	<b>New Grade</b> <input type="text"/>
<b>Instructor Comments</b>	<input type="text"/>			
<input type="button" value="Submit"/>				

# Instructions for Accessing a Class Roster

Log into my.tcu.edu. You will click on the Faculty Center tile.






You may need to click Change Term and then select the Year and Semester.

2022 Summer Term | Texas Christian University Change Term

Select display option

Show All Classes  Show Enrolled Classes Only

Click on the Class Roster icon 

	 FAME 30273-020 (31952)	Digital Design (Lecture with Integrated Lab)	11	MoWe 10:00AM - 11:50AM	Fine Arts Building 105	Jan 10, 2022-May 6, 2022
---	--	--	----	------------------------	------------------------	--------------------------

This will provide access to the list of students officially enrolled in the course. You should not allow students to attend class until they are officially enrolled. You will want to verify students enrolled in your class once the Add period has ended (Friday of the first week of classes when we start on a Monday) against those listed in TCU Online (D2L.tcu.edu). If a student appears on the official roster but not in the TCU Online course shell you will want to email [KoehlerCenter@tcu.edu](mailto:KoehlerCenter@tcu.edu) and they can assist you.

## Absence Documentation Form

[https://cm.maxient.com/reportingform.php?TexasChristianUniv&layout\\_id=8](https://cm.maxient.com/reportingform.php?TexasChristianUniv&layout_id=8)

When students are absent due to critical situations and/or medical or family emergencies they should complete the [Absence Documentation Form](#) on the TCU Dean of Students website.

## Attendance Expectations and Official Absence Policy

<https://deanofstudents.tcu.edu/faculty-staff/#StudentAbsences>

Regular and punctual class attendance is essential, and no assigned work is summarily excused because of absence, no matter what the cause. Records of class attendance are the responsibility of the faculty, and every course syllabus should clearly state the instructor's policy on class attendance and how attendance affects a student's final evaluation in the course. Students who miss an instructional experience are expected to meet with faculty to discuss their absence as soon as possible.

When a student is absent to represent the University (as in athletics, chorus, band, national or state meetings or organizations represented at TCU), then an Official University Absence may be granted by the Office of Campus Life. Faculty/staff who wish to have an activity sanctioned for Official University Absence status must submit the names of all students, including date and hours absent from campus, to the Office of Campus Life no later than one week prior to the date of the activity. Students are encouraged to use the resources of the Office of Campus Life if an emergency situation occurs or if assistance is needed to resolve individual concerns.

## FERPA – Student Privacy Act

<https://reg.tcu.edu/ferpa.asp#>

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. This regulation affords eligible students certain rights with respect to their education records. For additional information please review the [Student Privacy Act](#).

**Advising and Mentoring:** If you are a faculty member who is assigned advising and/or mentoring responsibilities please contact your Department Chair, School Director or the Associate Dean for Academic Affairs in the College of Fine Arts.

# Important Academic Calendar Dates 2022 – 2023

## Fall 2022 Academic Calendar:

Aug. 22: First Day of Classes  
Aug. 26: Last Day for Enrollment or Changing Classes  
Sept. 5: Labor Day (No Classes)  
Oct. 5 at 10pm – Oct. 10 at 8am: Fall Break (No Classes)  
Oct. 12 at 9am: Unsatisfactory ("U") Grades Due  
Oct. 17: University advising begins  
Oct. 20: Last Day to Remove Incomplete ("I") Grade from Spring & Summer 2022  
Nov. 7: Last Day to Drop for Fall  
Nov. 8: Last Day to choose P/NC grading option for Fall  
Nov. 18 at 10pm – Nov. 28 at 8am: Thanksgiving Break (No Classes)  
Dec. 7: Last Day of Classes  
Dec. 8 & 9: Study Days  
Dec. 12-16: [Final Exams](#)  
Dec. 14 at 3:00pm: Graduating Student Grades Due  
Dec. 17: Commencement

## Spring 2023 Academic Calendar:

Jan. 17: First Day of Classes  
Jan. 23: Last Day for Enrollment or Changing Classes  
Mar. 8 at 9am: Unsatisfactory ("U") Grades Due  
Mar. 10 at 10pm – Mar. 20 at 8am: Spring Break (No Classes)  
Mar. 17: Last Day to Remove Incomplete ("I") Grade from Fall 2022  
Apr. 6 at 10pm – Apr. 10 at 8am: Good Friday Holiday (No Classes)  
Apr. 11: Last Day to Drop for Spring  
Apr. 12: Last Day to choose P/NC grading option for Fall  
May 3: Last Day of Classes  
May 4 & 5: Study Days  
May 8-12: Final Exams  
May 10 at 3:00pm: Graduating Student Grades Due  
May 13: Commencement

## Topics of Special Interest

Arts Leadership & Entrepreneurship (ARLE): Don't forget to remind your students about the ARLE minor and certificate, which continue to gain popularity with students across the TCU campus. The ideal time to start this minor is during the sophomore year. The introductory course (ARLE 20103) is offered every semester.

*For additional information, please contact Dr. Kristen Queen, Director of the CFA Academic Resource Center, at [k.queen@tcu.edu](mailto:k.queen@tcu.edu) or x6349.*

## Additional Resources

### Dean's office contacts

Moudy N. Building, rooms 119-125

Assistant to the Dean:	Carrie Franklin, x6602
Associate Dean for Academic Affairs:	Dr. Janace Bubonia, x6325
Associate Dean for Research & Faculty Development:	Dr. Lori Diel, x6613
Director, Academic Resource Center:	Dr. Kristen Queen, x6349
Academic Advisor:	Tyra Musoma, x4656
Coordinator of Degree Certification:	Courtney Hendrix, 6531

You can find many helpful resources on our website: <https://finearts.tcu.edu/>

For general questions/assistance:

Email: [finearts@tcu.edu](mailto:finearts@tcu.edu)

Call: 817.257.2787

### Academic Support Resources

[Success Coaching](#): x7855

[Student Access & Accommodation](#): x6567

[Counseling and Mental Health Center](#): x7863

[Campus Rec & Wellness Promotion](#): x7529

[Housing & Residence Life](#): x7865

[Scholarships and Student Financial Aid](#): x7858

[Religious & Spiritual Life](#): x7830

[Institutional Equity – Title IX](#): x8228

[Dean of Students](#): x7926

[Koehler Center](#): x7434

*For specific advising-related questions in the College of Fine Arts, please contact Dr. Kristen Queen, Director of the CFA Academic Resource Center, at [k.queen@tcu.edu](mailto:k.queen@tcu.edu) or x6349.*

College of Fine Arts undergraduate and graduate forms can be downloaded and submitted online at <https://finearts.tcu.edu/resources/>

**Off-Campus Activities and Travel:** All off campus activities and travel on behalf of TCU must be registered. For student travel outside the DFW area and for international faculty travel, register with the Center for International Studies, [https://studyabroad.tcu.edu/travel\\_registration/](https://studyabroad.tcu.edu/travel_registration/). For DFW-area student travel or domestic faculty travel, register with the College of Fine Arts, <https://finearts.tcu.edu/resources/faculty/>.

**Campus Map:** <https://maps.tcu.edu/>