



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 documentation form	11
➤ Attendance expectations and official absence policy ...	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	14

Syllabus Policy, Required Elements, and Best Practices

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

All faculty and teaching staff are required to have a syllabus for each course they teach that outlines the course policies and expectations, identifies what students will be working on throughout the semester, and what they will be able to do after completion of the course. See the [TCU Syllabus Resources](#) page for face-to-face and online course syllabus templates that contain the required information for inclusion as well as information for best practices. Please note, any text that appears in *purple italic in the syllabus template* is to provide guidance for the instructor only and should be deleted from the syllabus before publishing. In accordance with the TCU Faculty and Staff Handbook, course syllabi should be provided to students on the first day of class for the session and copies retained in the department or school.

A syllabus should include the following:

- Goals and student learning outcomes for the course.
- Course expectations, grading policies, and grading scale. For example, what students are expected to do in order to satisfactorily complete the course at different performance levels (i.e., A, B, C, etc.).
- Faculty member's policies on attendance, make-up work, missed exams and so on.
- Information regarding the number of class activities, projects, papers, exams, quizzes, etc. with due dates and times (include time zone) for submission.
- TCU syllabus policies and resources.
- Instructor contact information, office hours, and response time.
- Course description as it appears in the Undergraduate or Graduate Catalog.
- Course schedule.
- Course materials and resources necessary for the course (i.e., textbook, supplies, WIFI, computer, etc.).

It is best practice to state the student learning outcomes and the learning activities (i.e., assignment, project, presentation, exam or quiz question(s), discussion, and so on) that support assessment on the syllabus so students can make the direct connection. If there are student learning outcomes (SLOs) that do not directly tie to a class activity, then a SLO should be written unless it is determined that the class activity is no longer relevant and should be removed from the course and vice versa.

Accessibility and ADA Compliance: The syllabus templates provided by the Koehler Center for Instruction, Innovation & Engagement are ADA compliant. Any additional content added to the syllabus and developed or used in the course should be accessible to ensure ADA compliance. The Koehler Center for

Instruction, Innovation & Engagement website provides guidance and instructions for [Creating Accessible Course Content](#).

Attendance Policies: Attendance Expectations and TCU's Official Attendance Policy can be found in the following locations:

- Faculty and Staff Handbook
- Student Handbook
- Dean of Students website
- Undergraduate Catalog
- Graduate Catalog

All faculty and teaching staff are required to have an attendance policy in the syllabus that notes the impact of attendance on the student's final grade in the course. Faculty are responsible for keeping records of attendance for federal and university financial aid purposes. In the event a student needs to be administratively withdrawn, the last day of attendance must be provided by the course instructor. It is particularly important for faculty to check their official class rosters in the Faculty Center in my.tcu.edu throughout the add/drop period to ensure all enrolled students are on the attendance roster (see [Academic Calendar](#)). Instructors should not allow students to attend class unless they are officially enrolled in the course.

Office Hours policy: Faculty and instructional staff are required to hold office hours and be accessible at regularly scheduled days/times for the benefit of students. It is best practice to hold one hour for each course that is part of the assigned teaching load for the given semester/session. 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 to meet with students throughout the fall and spring semesters. Faculty teaching intersession and summer courses are required to hold office hours as well.

TCU Online / D2L

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

TCU Online is the learning management system used to support instruction and provides the ability to:

- Post syllabi, assignments, projects, lectures, readings, videos, and other instructional content.
- Provide weekly or content specific modules to organize information that will be covered during a specific period of time.
- Maintain a gradebook that can be accessed by students and faculty 24/7.
- Create and utilize rubrics for evaluation and feedback.
- Facilitate discussions, surveys, and journal entries/self-reflections.
- Administer quizzes, exams, and self-assessments.

- Communicate with students through email and announcements.
- Archive student work.
- Assess student learning.

TCU Online course shells are automatically generated once a faculty member is assigned to a course and listed in Class Search. Faculty can choose the level in which they want to engage TCU Online in their courses. All courses are inactive until the instructor activates the course in the system. [Get Started with TCU Online](#).

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.

No coursework can be required before or after the scheduled semester/session dates. Grades need to be provided to students prior to the deadline for

submission of Mid-semester grade reports. Feedback is vital to help students understand where they are successful and where improvement is needed. Timely feedback throughout the semester is best practice because students should know at any given time how they are performing in the course.

Grade Rosters: Faculty are required to submit unsatisfactory (“U”) grades for students that are earning below the satisfactory grade to pass the course. The TCU Registrar defines unsatisfactory as “D” or “F” work. In the event all of your students are performing at a satisfactory level you still need to submit your Mid-Semester Grade Report. TCU Online is not connected to the Registrar’s system my.tcu.edu therefore grades must be entered into the official grade rosters.

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

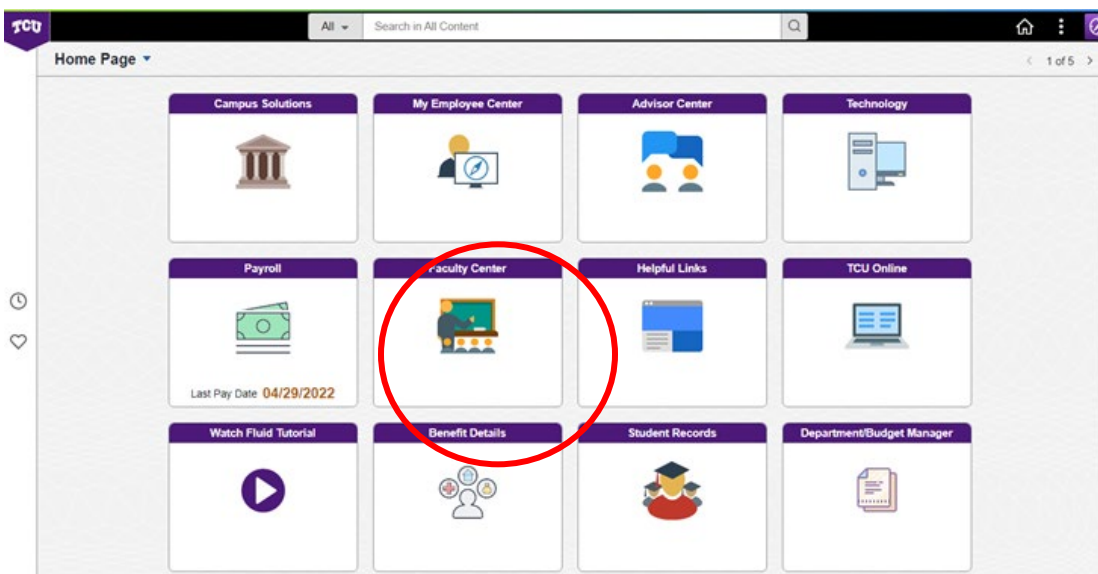
Grades for degree candidates must be recorded at least 72 hours (Wednesday by 5:00 pm) prior to commencement exercises. In any term in which commencement is scheduled, study days and Saturdays will be available for faculty to reschedule final examinations for graduating students. Final examinations originally 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.



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

2023 Fall Term | Texas Christian University



Change Term

Select display option

Show All Classes Show Enrolled Classes Only

Icon Legend  Class Roster  Grade Roster

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

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 Grade Roster Action

Display Unassigned Roster Grade Only *Grade Roster Type: Mid-Term Grade
Mid-Term Grade
Non-Deg Candidates Final Grade *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

Change Class

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

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

Display Unassigned Roster Grade Only

*Grade Roster Type: Final Grade (All)
 Final Grade (All)

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

Change Class

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

Display Options

Display Unassigned Roster Grade Only

*Grade Roster Type: Mid-Term Grade

Grade Roster Action

*Approval Status: For Midterm or TAs
 Approved
 For Midterm or TAs
 Not Reviewed

Save

Submitting Final Grades for Degree Candidates

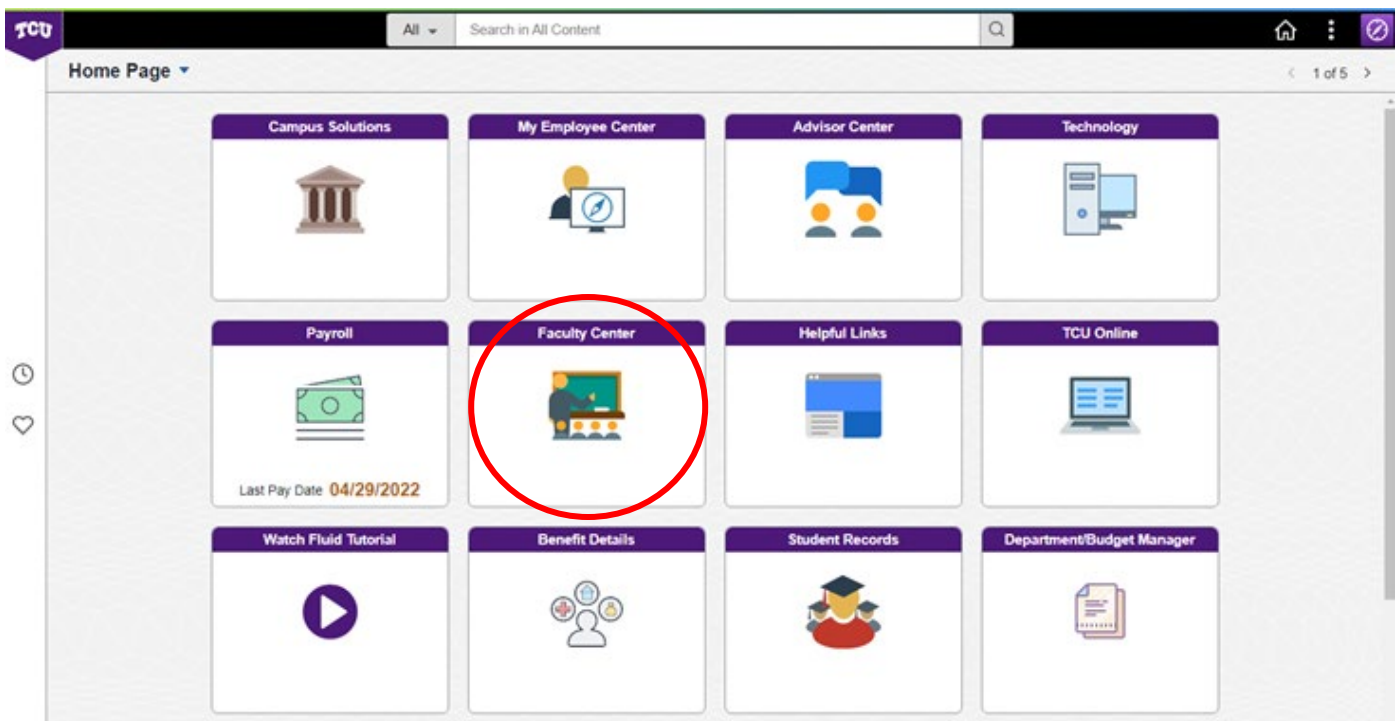
In the Display Options box you will change Mid-Term Grade to Deg Candidates Final Grade. This will allow you to enter the letter grades. Once grades are entered you will change the *Approval Status in the Grade Roster Action Box to the right to Approved. See the second screen shot below. Then click Save 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.



2023 Fall 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.

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

ID	Name	Roster Grade	Official Grade	Grading Basis	Grade Change	Program and Plan	Level	
1	[REDACTED]	B	B	GRD	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.

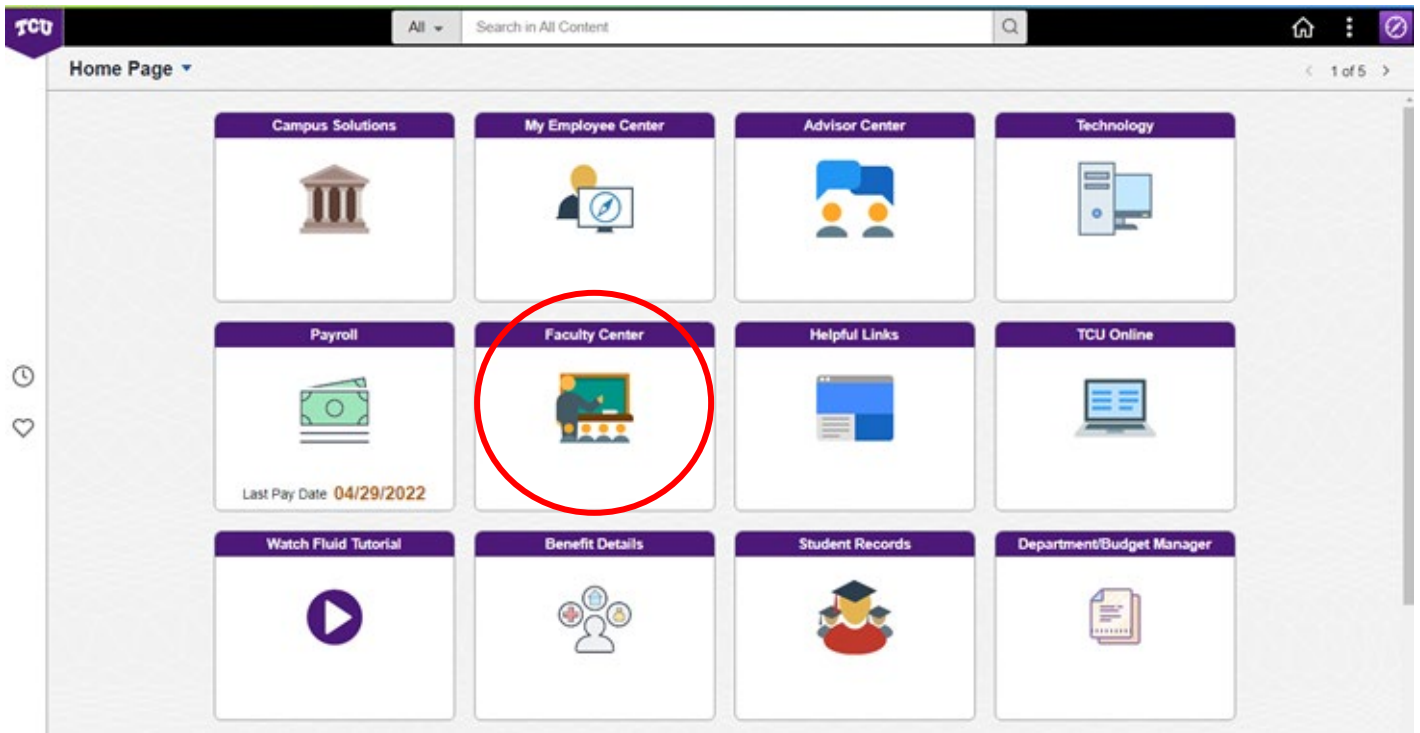
Grade Change

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

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.

2023 Fall 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 and they can assist you.

Absence Documentation Form

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 of organizations represented at TCU), then an Official University Absence may be granted by the Dean of Students Office. Faculty members are required to permit students to make up work missed because of Official University Absences.

Students are encouraged to use the resources of the Dean of Students Office 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. See the CoFA Handbook for additional information regarding advising and mentoring responsibilities.

Important Academic Calendar Dates 2023 – 2024

Fall 2023 Academic Calendar:

Aug. 21: First Day of Classes

Aug. 25: Last Day for Enrollment or Changing Classes

Sept. 4: Labor Day (No Classes)

Oct. 4 at 10pm – Oct. 10 at 8am: Fall Break (No Classes)

Oct. 11 by 9am: Unsatisfactory ("U") Grades Due

Oct. 19: Last Day to Remove Incomplete ("I") Grade from Spring & Summer 2023

Nov. 6: Last Day to Drop for Fall

Nov. 17 at 10pm – Nov. 27 at 8am: Thanksgiving Break (No Classes)

Nov. 27: Last Day to choose P/NC grading option for Fall

Dec. 6: Last Day of Classes

Dec. 7 & 8: Study Days

Dec. 11-15: [Final Exams](#)

Dec. 13 by 3:00pm: Graduating Student Grades Due

Dec. 16: Commencement

Spring 2024 Academic Calendar:

Jan. 16: First Day of Classes

Jan. 22: Last Day for Enrollment or Changing Classes

Mar. 5 by 9am: Unsatisfactory ("U") Grades Due

Mar. 8 at 10pm – Mar. 19 at 8am: Spring Break (No Classes)

Mar. 16: Last Day to Remove Incomplete ("I") Grade from Fall 2022

Mar. 28 at 10pm – Apr. 1 at 8am: Good Friday Holiday (No Classes)

Apr. 9: Last Day to Drop for Spring

Apr. 22: Last Day to choose P/NC grading option for Fall

May 1: Last Day of Classes

May 2 & 3: Study Days

May 6-10: Final Exams

May 10 at 3:00pm: Graduating Student Grades Due

May 11-12: Commencement Weekend

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 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
	De'Evin Johnson x1251
Coordinator of Degree Certification:	Dr. Diana Bueno, 6531

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

For general questions/assistance:

Email: 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 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: For travel involving students, all faculty must adhere to [TCU's Global Programs Policy](#). Travel involving students

must be registered with TCU Global by a faculty sponsor, even if that sponsor is not traveling with the student.

To register student domestic travel, click [here](#).

To register student international travel, click [here](#).

Note: For field trips in the DFW area (no overnight stay), faculty will submit the Off-Campus Informed Consent Assumption of Risk forms for each participating student in addition to the CoFA DFW Off-Campus Activity Approval form. It is the responsibility of the course instructor to ensure all forms are completed and submitted to the units administrative assistant who will compile and upload them to the [CFA Student Off-Campus forms folder](#) in Box. Forms must be submitted prior to participation.

Global, 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/>.

For faculty let travel program policies, please see the CoFA Handbook.

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