Policies, Procedures & Guidelines

General University Reference Utility (GURU)  https://guru.psu.edu/policies/
Administrative (AD), Human Resources (HR), Research Administration (RA), Safety (SY), Travel, etc.

Academic Administrative Policies & Procedures Manual (AAPM)
http://www.psu.edu/oue/aappm/ (alpha-numeric)

University Faculty Senate Policies & Rules
http://senate.psu.edu/policies-and-rules-for-undergraduate-students/

Guide to Curricular Procedures  http://senate.psu.edu/curriculum/guide-to-curricular-procedures/

Degree Programs Bulletins
Undergraduate: http://bulletins.psu.edu/undergrad  Graduate: http://bulletins.psu.edu/graduate

Course Catalog  http://tinyurl.com/LionPATH-CourseCatalog

Class Search  http://tinyurl.com/LionPATH-ClassSearch

Important for Faculty

Syllabus (Faculty Senate 43-00, R-5)
Example Syllabus Statements

Textbook Selection (Resident Instruction)
https://www.facultyenlight.com

FERPA: Family Educational Rights & Privacy Act (AD 11)
Confidentiality Guidelines  http://www.registrar.psu.edu/confidentiality/guidelines_faculty_staff.cfm
FERPA Tutorial  http://www.registrar.psu.edu/staff/ferpa_tutorial/ferpa_tutorial.cfm

Prerequisites & Concurrent Courses (34-60, C-5)
Instructor may limit course enrollment to students with prerequisites.

Class Attendance (42-27, E-11)
Provide a reasonable opportunity for students to make up work for absences due to:
• Approved curricular & extracurricular activities
• Legitimate, unavoidable reasons (illness, injury, family emergency, religious observance)

General, Final & Evening Exams (44-10, 20, 30; F-1, F-2, F-5)

Conflict Final Exams (44-25, F-3)
Students must file an official exam conflict with the Office of the University Registrar

Academic Integrity (49-20, G-9)
The University has guidelines as do each college and campus

Acquisition of Credit (42-23)  1 credit hour = minimum of 40 hrs/semester

Basis for Grades (47-20)

Grade Adjudication (G-10)

Resolution of Student Classroom Problems (20-00)
• Academic Freedom (HR-64)
• Classroom Academic Freedom (R-6)

Office Hours or Class Cancellation
Unit Guidelines or Faculty Handbook  http://provost.psu.edu/FacultyHandbook