Absences

- If you need to miss a class because of illness or any other emergency, contact the office (503-725-3522 or wlldept@pdx.edu) as soon as possible and ask that the class be canceled. You should always email your class via D2L or by accessing the Summary Class List on banweb.pdx.edu. “Email class” is a link at the bottom of each list.
- If you expect to miss a number of classes because of illness or any other emergency, ask the department to make arrangements to cover your classes.
- If you plan to miss classes because of professional travel, let the office know in advance where you will be, how you can be reached, and what arrangements you have made to cover your class or classes.
- If you miss a class or any other professional duties because of illness, it is counted as a missed day of work and will be deducted from your sick time, if applicable. If you teach your class and/or perform your other professional duties, and then go home due to illness, it is not counted as a missed day of work.

Admission language requirement

- Refer students asking about the requirement to the Language Requirements tab at: pdx.edu/wll.
- All students must take two years of one foreign language in high school in order to be admitted to any OUS institution.
- Students who have not completed two years of one foreign language in high school receive a conditional admission.
- A conditional admission may be satisfied by taking two quarters of a college-level foreign language.
- BS majors and their advisers often do not understand the distinction between the admission requirement and the BA requirement and become quite huffy when they learn that they will have to complete two quarters of a foreign language in order to graduate.
- It’s not our fault. It’s an admissions requirement for all OUS institutions.

Advising

- The CLAS adviser for WLL is Anthony (Tony) Lewis (e-mail: anthony.lewis@pdx.edu; tel: 503-725-2229). Each section has established its own policy regarding how it will advise its students.
- Faculty advisers within the sections are responsible for advising all undergraduate majors and minors on all requirements (UNST, BA, major).
- After the initial advising session, advisors must log into the in the “PSU Information System” <https://banweb.pdx.edu/pls/oprd/twbkwbis.P_WWWLogin>, provide the student ID and click the “submit” button under the “Freshmen Mandatory Advising” link. This lifts the hold so students can register for classes.
- If you have questions about non-major requirements, contact Advising and Career Services (ACS) for clarification (e-mail: askACS@pdx.edu; tel: 503-725-4005). ACS now advises only undeclared students. Please do not send your declared majors/minors to that office.

Annual review

- All untenured tenure-line faculty members with appointments at .50 and higher are to be reviewed annually during their first six years of teaching.
- This review is done by the department’s P & T committee.
- All eligible fixed-term faculty will be reviewed by the department’s Fixed-term Review Committee.
- Tenured faculty is reviewed on a different schedule. (See “Peer review.”)
ARC (Academic requirements committee)
- If a student has met the intent of a requirement for graduation but not the actual requirement, the student may submit a petition to the Academic Requirements Committee (ARC).
- These petitions are now available online: http://www.pdx.edu/registration/petitions.
- ARC petitions may be submitted for university, BA and UNST requirements.
- Petitions for university and BA requirements require support from the student’s faculty adviser.
- Petitions for UNST requirements require support from UNST.
- Exceptions to major or minor requirements do not need to be petitioned. Faculty advisers can submit exceptions to departmental requirements at https://www.sa.pdx.edu/arr_req/.

Auditing
- All students attending a WLL course must be enrolled either as an auditor or a regular student in the course. Their name will appear on the class list.
- At PSU, auditing is regarded as a grading option. (See “Grading options.”)
- Auditing is not less expensive than registering for a grade; it costs the same as other grading options.
- Senior citizens (defined as over 65) registered with the Senior Adult Learning Center may audit courses at no cost with instructor permission. Senior auditors’ names appear on the class roster as regularly enrolled auditing students. (There is no longer a form to collect from them.)
- Senior Adult Learning Center’s office location: Urban Center Building, 506 SW Mill Street, room 470; Phone: 503-725-4739; E-mail: salc@pdx.edu; Website: https://sites.google.com/a/pdx.edu/salc/home.

BA language requirement
- We now have a Language Requirements tab on our web page to which you can refer students.
- Refer students asking about the requirement to the Language Requirements tab at: pdx.edu/wll.
- There is no Language Requirement for a BS degree. (See “Admission language requirement.”)
- To receive a BA, a student must complete and pass level 203 or higher in a foreign language class. (See “Passing a class.”) Classes taught in English do not meet this requirement. ASL does meet this requirement.
- Students who have acquired language skills outside of the classroom may take a College Level Exam Program (CLEP) exam in French, German, or Spanish, or they may take a noncredit departmental exam administered by a member of the department. Students who speak a language for which there is no exam may be tested by a member of the department.
- Students who speak a language for which there is no exam and no faculty authority may demonstrate proficiency by taking a BYU exam or by taking an exam from an external examiner approved by the department.
- Native speakers who graduate from high school (or higher) in their native country may satisfy the requirement by bringing a high school diploma, or college transcript. (See “Native speakers.”)
- Students who cannot demonstrate their proficiency in any of the above ways should consult with the chair.

By-arrangement courses
- Faculty may choose to award credit to a student on a by-arrangement basis.
- “By arrangement” course requests should be directed primarily to full-time faculty. If the request comes to adjunct faculty, these faculty should work with the relevant section head (or the department chair, if the section consists only of adjunct faculty) before such requests are honored.
- By-arrangement credit may be awarded for omnibus numbers only. The eligible numbers are written on the By-arrangement form.
When completing the course description section, indicate what the student will do and on what basis the grade will be awarded.

The form needs to be signed by the student and faculty member before submitting to the department Chair. The Dean’s signature is not required.

Catalog year

- The catalog term/year is the term/year that a student first began taking courses toward their PSU degree at any accredited institution of higher education (e.g., PCC, PSU)
- Normally, students graduate under the requirements that were valid the year they started classes at PSU as an admitted student.
- A catalog is valid for seven years only.
- Sometimes when there has been a change in requirements, students choose to graduate under a more recent catalog.
- Students may not “mix and match” by choosing some requirements from one catalog and some from another.

Challenging a course

- Students with prior knowledge of a subject may “challenge” a class. This means that the student registers for the class but then enters into an agreement with the faculty member to do a specific portion of the work. Typically, a student might “challenge” an upper-division literature class, for example, by agreeing to read the works covered, write a paper, and take an exam.

Class lists

- Class lists can be accessed via banweb.pdx.edu; an Odin login is required. (Contact OIT Helpdesk in SMSU 18 for help if you do not yet have an Odin account.)
- Once you have logged in, follow the Faculty Services link. The Summary Class List will generally provide all the information you need.
- It is important to verify that all students attending the course have registered. (See Auditing above.)
- Remember that student ID numbers are confidential and that you therefore must not circulate the class list or leave it lying around.

Commencement

- All tenured faculty members are required to attend Commencement, and all other full-time faculty members are strongly encouraged to attend.
- Faculty marshals are always needed for Commencement. Please consider volunteering.
- Commencement is the University’s most visible public event. It is important to our students and their families and to the university that we attend.

Community-based learning course (CBL)

- The university is tracking courses that have a CBL component.
- A CBL course explicitly engages students in addressing community issues in order to increase their understanding and application of academic content. Examples include course-embedded service-learning, field experiences (including practicum and internships), capstones, and other community engagement or research projects.
- A CBL course can also provide students learning opportunities in the community.
- If your course meets the above criteria, please email the WLL Scheduling Coordinator at wllscheduling@pdx.edu.

Complaints

- Students should address their complaints first to the instructor, then to the program coordinator, then to the section head, and then to the chair.
• Students whose problems cannot be resolved at the departmental level may go to the Office of the Dean of Student Life at (SMSU 433). E-mail: askdoslife@pdx.edu; tel: 503-725-4422. See: http://www.pdx.edu/dos/student-conduct-at-psu

Contracts and agreements
• No faculty member has the authority to sign contracts or enter into any type of agreement on behalf of the university.
• All international agreements and Memoranda of Understandings (MOUs) must go to Ron Witczak in the Office of International Affairs for review and signature.
• The timeline for approval for most agreements is four weeks to four months.
• The more complex the agreement, the longer the approval time.
• Contact the department manager for assistance.

Copyright
• We are all bound by the doctrine of Fair Use and Federal Copyright Law. See http://library.pdx.edu/services/copyright-fair-use/
• It is the responsibility of faculty members to ensure that coursepacks are prepared in a manner that conforms to copyright law.
• Any faculty member who violates copyright law will be personally responsible for their legal defense costs and any liability arising from the alleged copyright infringement.

Credit by exam
• Credit by exam is awarded for first- and second-year language classes only.
• Credit by exam is graded P/NP only. Only courses with a P grade earn credit. (See “Passing a class.”)
• Credit by exam is awarded to non-native speakers only. (See “Native speakers.”)
• A student may earn a maximum of 12–15 credits by exam—the equivalent of one year of study. The number of credits the student receives depends on the language tested.
• Each course in a first- or second-year sequence must be registered for and paid for separately.
• The Credit by exam form needs to be completed and sent to the department office for the department chair’s signature prior to the exam.

Curriculum
• Omnibus courses (199, 299, 399, and 410) may be taught three times only before being submitted for curricular review.
• Courses being considered for inclusion in the PSU Bulletin are reviewed first by the WLL Curriculum Committee, then by CLAS, then by the University Curriculum Committee, and then approved by the Faculty Senate.
• Courses reviewed by CLAS in the fall will appear in the coming year’s Bulletin; courses reviewed by CLAS in the spring will appear in the Bulletin the following year.
• Courses being reviewed for inclusion in an UD Cluster undergo a separate review process. (See “UNST.”)

Desire2Learn (D2L)
• D2L is an online learning management system designed to create a rich learning environment for PSU students and faculty members. Faculty members can post online learning materials, assignments, updates, and messages via D2L to their students.
• For D2L log-in website, see https://d2l.pdx.edu/
• To activate your course to use D2L, see http://www.pdx.edu/psuonline/activating-a-course.
• For tutorials and help, see http://www.pdx.edu/psuonline/tutorials-and-help.
• For more information, see http://www.pdx.edu/oit/online-class-support.
• For a schedule of D2L training workshops, see http://www.pdx.edu/oit/workshops.
• For further questions, contact OIT Help Desk at 503-725-4357 or help@pdx.edu.
DARS (Degree Audit Reporting System)
- All faculty advisers must familiarize themselves with DARS.
- Faculty advisers may check an undergraduate student’s progress toward graduation by generating an electronic Degree Audit Report.
- The DARS report is for advising purposes only; it is not a contract.
- When students apply for graduation, the faculty adviser signs off on a DARS report showing that all requirements have been met.
- Faculty advisers may instruct Degree Requirements to move credits from one category to another. (Common scenario: Apply HST 3XXU to UNST requirement; apply HST 4XX to major requirement.) DARS exceptions for departmental requirements may be entered by faculty advisers at https://www.sa.pdx.edu/arr_req/. Please allow sufficient time for processing.
- Electronic degree audits are not yet available for graduate programs.

Discrimination and harassment prevention training
- All faculty (full-time and part-time), Graduate Teaching Assistants, staff and student employees are required to complete and pass the accompanying exam for the “Creating a Culture of Respect: Preventing Prohibited Discrimination & Unlawful Harassment” online learning module.
- Instructions on how to access the online module can be found at http://www.pdx.edu/diversity/learning-module.

Disability resource center (DRC)
- Students requesting accommodations must register with the DRC (503-725-4150).
- We are required to make reasonable accommodations for students with disabilities according to the DRC’s guidelines.
- If you have questions, confusion, or concerns, consult with the DRC: 503-725-4150, drc@pdx.edu.

Double dipping
- Students may double dip (count one course for two requirements) on anything except their first major.
- Students may not use the same course to meet both UNST and first major requirements.
- Student may not use any courses approved for their first major to meet UNST requirements.

Duplicating (Photocopying)
- Duplicating has a significant impact on the environment and is one of the department’s largest expenses. Keep duplicating to a minimum by using overhead projectors, double-sided copies and half-sheets when possible.
- Do not make overheads of illustrations that are in the student’s textbooks. In general, try to use document camera or computer graphics rather than overheads.
- Do not use colored paper for syllabi, exams, quizzes, or daily homework. This will help our department budget tremendously.
- There are also legal restrictions to the kinds and amounts of things that we may duplicate. Refer to PSU’s copyright policy at library.pdx.edu/copyright/.

Equipment
- Some departmental equipment is purchased with student technology/language learning fees.
- Equipment may be borrowed, reserved, and used by any faculty member.
- At present, we own boom boxes, VHS and DVD players (all regions), monitors, laptop computers, projectors, document cameras, digital cameras, and a digital video camera.
- Faculty who use WLL equipment off campus are required to complete an Equipment Loan Agreement available in the WLL main office.
Evaluations
- Evaluations must be administered in all classes taught by WLL during the regular academic year. The quantitative data that we get from the evaluations become part of our departmental profile and factor into promotion and tenure decisions.
- Evaluations must not be administered during finals week.
- Evaluations must not be conducted by faculty themselves but after the faculty has left the classroom. A student designated by the faculty must collect the completed evaluations and take them to the departmental office directly on the same day. If the class is held in the evening, then the student must drop off the evaluations at the WLL computer lab (NH 394).

Faculty development
- See the Faculty Development Funding Opportunities web page (http://www.pdx.edu/oaa/faculty-development-funding-opportunities#B) for a listing of faculty development awards and deadlines.
- Funds are also available for part-time faculty.

FERPA (See “Privacy”)

Final exams
- During fall, winter, and spring terms, finals are given according to the schedule published in the schedule of classes.
- During summer term, finals are given at the last class meeting. Time for the final is factored into the faculty member’s teaching load.
- Shifting final exams to the last week of courses is against university policy.
- Faculty members who do not administer final exams still need to be available during the scheduled exam time for activities related to the class.

Fire inspection
- The City of Portland’s fire inspector inspects PSU buildings each year. There is fine for each fire code violation that is charged to the department.
- Keep all exits, stairways, and fire escapes clear of obstructions and/or combustible material. Items such as chairs, cabinets, tables, trash cans, etc. cannot be left in the hall at any time.
- Avoid using improper extension cords, multi-plug adapters, and power strips. Contact the office for the proper extension cords.
- Maintain 30 inches of clearance in front of all electrical panels.
- Do not prop open fire doors with wedges or any other device or disconnect an automatic closer.
- Remove excessive recycling and items from the floor of your office.
- Space heaters, microwaves, refrigerators are not allowed in individual offices and must be removed.

Grade changes
- Instructors may change an I, X, M, IP or a letter grade online through Banner at banweb.pdx.edu.
- Supplement grade report (SGR) forms are no longer needed.

Grading options
- Students select a grading option (Audit, P/NP, or A-F) at the time of registration.
- Students who have missed the deadline for changing grading options may petition to change.
- Instructors may not change a student’s grading option. (For more on grading see “Supplemental Grade Reports” in this document.)

Grants
- Departmental Research Support Service (DRSS) is a unit in CLAS that provides pre/post-grant administration to PIs. All external grant activities must coordinate through this unit, the department, the college, and the university.
- Alex Leeding is an assigned departmental research administrator for WLL for external grants. His telephone and email contact information is 503-725-2384 and aleeding@pdx.edu. He will help
you during proposal development by assisting with budget development, the budget narrative and the Proposal Internal Approval Form (PIAF). He will ensure that your proposals meet all applicable federal regulations and university and sponsoring agency policies and procedures.

- External grants must be routed through the Office of Research and Strategic Partnerships for review and approval prior to submission. (See PIAF.)
- Before you submit a grant proposal to a private foundation, your PIAF must be signed by University Development.
- In some instances (individual donors or private foundations for example), grant-seekers should also coordinate with CLAS Development.
- Internal grant awards from PSU such as Peer Review, Travel, Faculty Enhancement, Professional Development, and International Mini grants are managed through the WLL office. Contact the department manager for assistance.

Heritage speakers

- Speakers of languages other than English who have not graduated from high school (or higher) in the target language are regarded as heritage speakers. Heritage speakers may earn credit by exam and take or challenge language courses at any level. (See Credit by exam.)
- For a list of language courses specifically designed for heritage speakers, visit the PSU Heritage Language Initiative at http://www.pdx.edu/wll/heritage-languages.

Incompletes

- WLL rarely grants incompletes.
- Incompletes should be awarded only when a finite amount of work is missing (a term paper for example) and when exceptional, documented circumstances (such as a medical emergency) warrant.
- The student must be doing at least C-minus quality work at the time of request in order to qualify for a mark of I.
- Although not required, it is a good idea to conclude a written agreement with the student specifying what work needs to be completed and by what date.
- Specify what will happen if the due date is not met. One might, for example, award a grade of F to the missing assignment, and then compute the final grade accordingly.
- Incompletes that are not removed within a year convert automatically to an F.

Language requirements

- Faculty can refer students to: www.pdx.edu/wll/foreign-language-requirement for information.

Library

- The WLL budget for library acquisitions is divided among the languages with degree programs. Each language section has a library liaison.
- Most language sections acquire books through an approval plan.
- Suggestions for the occasional library purchase can be submitted directly on PSU library's website using this link: http://library.pdx.edu/services/checkout-return/purchase-request-form/
- Any request that involves more than three books should go through the section's library liaison directly. If the section does not have one, please contact Linda Absher directly for the request. Her e-mail is: absherl@pdx.edu.

M Grade

- An “M” appears on a student’s transcript if you do not submit a grade for him or her.
- All M (missing) grades will change to a grade of X one term after the initial term. Once converted to an X, it cannot be changed.

MA language requirement
• Refer students asking about the requirement to the Language Requirements tab at: pdx.edu/wll.
• To receive an MA, a student must complete and pass 203 or higher in a foreign language class. (See “Passing a class.”) Classes taught in English do not meet this requirement. (ASL does.) Students who have passed a PSU foreign language class at the 203 level or a course equivalent to PSU level 203 or higher in a second language at any time will be deemed to have met the language requirement. (See “Passing a class.”)
• Students who have acquired language skills outside of the classroom may take a noncredit proficiency exam administered by a member of the department.
• MA TESOL students are also required to pass an oral proficiency exam, normally administered by a member of the department.
• Students who speak a language for which there is no exam may be tested by a member of the department. MA TESOL students must pass both written and oral exams.
• Students who speak a language for which there is no exam and no faculty authority may demonstrate proficiency by taking a BYU exam or by taking an exam from an external examiner approved by the department.
• Native speakers who graduate from high school (or higher) in their native country may satisfy the requirement by bringing a high school diploma or college transcript. (See “Native speakers.”)
• Students who cannot demonstrate their proficiency in any of the ways noted above should consult with the chair.

Native speakers
• For purposes of language credit, a native speaker is defined as a person who has graduated from high school (or higher) in the target language.
• Native speakers may not receive credit for language acquisition courses (first- through fourth year). They may receive credit for any content courses (literature, linguistics, etc.).
• An individual who has not graduated from high school (or higher) in the target language is regarded as a heritage speaker. Heritage speakers may earn credit by exam and take or challenge language courses at any level. (See “Heritage speakers.”)

Omnibus numbers
• The omnibus numbers are 199, 299, 399, 4/501, 4/504, 4/507, 4/508, 4/510, and 503. These course numbers are not attached to a specific curriculum.
• Omnibus numbers (especially 199, 299, 399 and 410) should be used to pilot new courses. They also may be used for courses taught by visiting professors.
• A course may not be taught more than three times under an omnibus number. (See “Curriculum.”)

Outside employment
• There are all sorts of rules and regulations governing employment outside of the department. Please discuss with the department manager before accepting another paying position at PSU or another OUS institution.

Passing a class
• If a student is taking a class for a letter grade, a D- or higher is considered a passing grade. A student earning a D- in a 203 class thereby satisfies the PSU Language Requirement.
• A student must receive a C or higher in a course for it to count towards the major or minor.
• If an undergraduate student is taking a class P/NP, a C- or higher is considered a passing grade.
• If a graduate student is taking a class P/NP, a B- or higher is considered a passing grade.
• No class taken P/NP can count towards a major or a minor.
• A grade of P carries credit but is not included when calculating the GPA. A grade of NP does not carry credit nor is it included when calculating the GPA.
• GTAs cannot receive lower than a B- in a course and maintain their TAship. They must maintain an overall 3.0 GPA.
Peer Review
- The university is currently modifying its peer review policy.
- Current policy states that all tenured faculty are to be reviewed every three years by members of the P&T committee. Faculty may at this time request funds for faculty development.

PIAF
- A Proposal Internal Approval Form (PIAF) must be on file with ORSP before any external grant proposals are submitted. (See “Grants.”)
- All PIAF forms should be generated through Alex Leeding in DRSS first (See “Grants.”)
- Link to RSP forms: https://sites.google.com/a/pdx.edu/research/resources/forms.

Plagiarism
- The PSU Bulletin defines plagiarism as “[t]he appropriation of language, ideas, and products of another author or artist and representation of them as one’s own original work.”
- In language classes, writing assignments may not be corrected or translated by an outside source such as a tutor, a friend, or a computer. Tutors at The Learning Center (2nd floor Millar Library) guide students towards the correct answer and are discouraged from correcting errors directly as this violates the plagiarism policy.
- If a student plagiarizes, he or she receives a “0” for that assignment. The faculty member must explain this to the student.
- In the case of undocumented inclusions of material from the Internet (“cut and paste” plagiarism), document the plagiarism and report it to the Office of the Dean of Student Life (e-mail: askdoslif@pdx.edu; tel: 503-725-4422).
- For details on these and other infringements, see the PSU Code of Student Conduct (http://www.pdx.edu/dos/codeofconduct#AcademicDishonesty)

Prerequisites
- If the PSU Catalog says that a course has a recommended prerequisite or “expected preparation”, the computer will not block registration.
- If the PSU Catalog says that a course has a prerequisite, the computer will block students who do not have that prerequisite from registering. This means that if the PSU Catalog says that SPAN 203 is a prerequisite for SPAN 301, students who took second-year Spanish at a different institution with a different numbering system will not be able to register.
- Students who are blocked from registering may override the block with instructor permission. (See “Special registration forms.”) Courses approved as UNST UD Cluster courses have no prerequisite other than SINQ. Some courses taught in languages other than English have been approved as UD Cluster courses. These courses, which are often taken by heritage speakers, assume a workable knowledge of the target language but do not require prior completion of a language class.
- All 400-level classes are required to have some kind of prerequisite.

Privacy (FERPA)
- We are all bound by the Family Educational Rights and Privacy Act (FERPA). Its protections apply to students of any age, even minors.
- Violations of FERPA include:
  - passing around a sign-in sheet on which student ID numbers appear;
  - leaving graded exams or papers on one’s office door, even in an envelope;
  - handing graded papers back to students face up so that others can see their grades;
  - discussing student grades in front of others;
  - discussing a student with a third party (such as a parent) without a written FERPA release from the student.
• No information may be released for students whose records are marked “confidential.” The standard reply is, “There is no information available on that person.”
• Only directory information may be released for students whose records are not marked “confidential.”
• Refer all other requests to the Office of Admission, Registration, and Records.
• For more information see http://www.pdx.edu/registration/student-records-privacy
• See a complete description of FERPA at: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html

Proficiency (Language verification)
• Refer students asking about verification of language proficiency to the Language Requirements tab at: http://www.pdx.edu/wll/foreign-language-requirement.
• Admitted PSU students requiring language proficiency verification can be evaluated by a full-time faculty member if there is an available faculty member who specializes in the language. There is no charge and students receive no credit for this evaluation. Students may request verification in order to meet the admission requirement (2 terms), the BA or MA requirement (2 years), the INTL major requirement (3 years), or the MA TOESL (includes oral). Results are reported by the department to appropriate units. It is the responsibility of each section to ensure that procedures are in place for meeting this obligation.
• If there is no full-time faculty member available for the language, a PSU student, in collaboration with the department, may arrange for a part-time faculty member or an outside contractor to evaluate his or her language proficiency. There is a charge of $125 for testing for this service part of which goes to the examiner for his/her services.
• People who have not been admitted as students to PSU may ask a full- or part-time faculty member to verify their language proficiency. There is a charge of $125 for this service part of which goes to the examiner. PSU faculty are not obligated to verify proficiency for a non-PSU student.

Room and class scheduling
• Class times are determined by the section heads and will not be changed without their approval.
• Requests to change the room assigned for your class should be directed to WLLscheduling@pdx.edu. Requests should be based on necessity such as:
  o the room is not large enough to accommodate the students
  o back-to-back classes are scheduled across campus from each other
  o to accommodate a student with a disability
• Such requests should be based on necessity (i.e., the room is not large enough to accommodate the students), rather than preference (i.e., the location is inconvenient even with sufficient time to commute).

Special registration forms
• Special registration forms permit students to register for scheduled classes. They are typically used when a student has missed an add/drop deadline or to by-pass prerequisites.
• Special registration forms are not used to register students for unscheduled classes. (See “By-arrangement.”)

Student code of conduct
• Students who are disruptive in class or violate the Student Code of Conduct in any way should be reported to the Office of the Dean of Student Life. (See “Plagiarism.”)

Supplemental grade reports (SGR)
• Supplemental grade reports are used to change a student’s letter grade and for reporting credit by exam.
• Grades of I, X, M, IP and letter grades may be changed online through banweb.pdx.edu and no longer require SGRs. (See “Grade changes.”)
Supplemental grade reports must be countersigned by the chair only when the instructor is changing one recorded letter grade (A-F) to a different letter grade on behalf of another instructor who is no longer with the department. This should happen only in the case of a genuine error on the part of the instructor.

Do not change a student’s grade on the basis of extra work submitted. That’s what Incompletes are for.

Supplemental grade reports may not be used to change a student’s grading option. (See “Grading option.”)

The department staff will not give the SGR forms to any students. The faculty member will need to pick up these forms in person. This is the university’s policy.

Technology/language learning fee
- All first- and second-year language students pay $7 per term in technology/language learning fees.
- The technology/language learning fee is not a lab fee. It supports the acquisition and maintenance of equipment (boom boxes, players, computers, etc.), media, and software, all of which are more highly used in first- and second-year language instruction than in other kinds of teaching. (See “Equipment.”)
- Any instructor of any first- and second-year language may use tech funds to support activities directly related to student learning at these levels.
- Please contact the department manager for assistance prior to any purchases.

Technology support
- Audio Visual Services (A/V) checks out equipment and provides training to instructors to use equipment in classrooms. To reserve A/V equipment or schedule training, contact A/V Services at 503-725-4357 or av@pdx.edu; see http://www.pdx.edu/oit/audio-visual-services for more information. SMSU 18.
- To reserve A/V equipment from WLL, contact the office at 503-725-3522 or wlldept@pdx.edu.
- To replace printer toner, contact the office at 503-725-3522 or wlldept@pdx.edu.
- For other technology questions or assistance, contact the office at 503-725-3522 or wlldept@pdx.edu.

Travel
- You must submit a travel authorization request prior to travel. Unauthorized travel will not be reimbursed.
- Travel funding is provided on a competitive basis by the Faculty Professional Travel Committee (http://www.pdx.edu/oaa/faculty-development-funding-opportunities#B).
- As a rule, one should use the per diem allowance when requesting reimbursement for professional travel expenses rather than submitting receipts.
- Travel receipts must be submitted within 60 days of travel for reimbursement.
- Please work with the department manager to book your trip.

UNST
- Courses being considered for inclusion in an UD Cluster must be submitted to UNST in the fall. This process has nothing to do with inclusion in the PSU Bulletin. (See “Curriculum.”). Courses reviewed in the fall will not be available to students until fall term of the following year.

Web
- Our Webmaster is Mark Wubbold (wubbold@pdx.edu). Only one person at a time is authorized to alter the WLL Web site.
- Changes or announcements should be forwarded to the WLL webmaster and copied to the department chair.
- Individual faculty members may author their own Web pages and have them linked to the WLL page.
**X and M grades**

- A grade of X means “no basis for a grade.” Award it only to students who never attended a class at all or who made a brief cameo appearance during the first week of classes. Do not use X as a gentle substitute for F.
- An M grade will appear on the transcript for any student not receiving a grade.
- All M (missing) grades will change to a grade of X, one term after the initial term. Once converted to an X, it cannot be changed.
- Students will occasionally ask for an X or M grade in lieu of a poor grade. These grades should never be given at the request of a student. See [http://www.pdx.edu/registration/online-grading](http://www.pdx.edu/registration/online-grading) for a full explanation of the grading policy.