

CHAPTER IV FACULTY-STUDENT RELATIONS

1. CLASSROOM ORGANIZATION AND MANAGEMENT.

To attend any class or laboratory section at Lamar, a student must be properly registered with the university and properly listed on an official class roll supplied by the registrar. Names of students auditing courses shall appear on the official rolls. It is each faculty member's responsibility to check all official class rolls for accuracy and to immediately report inaccuracies to the office of records.

Since it is the duty of the instructor to ensure order in his or her classroom, the instructor is authorized to exclude any student from the classroom for causes deemed sufficient by the instructor. Such action must be reported promptly, in writing, to the chair of the department and to the vice president for student affairs. The report should include all pertinent facts and should note: a) that the student has been advised of the reasons for exclusion from class; b) that the student has been afforded an opportunity to state his or her case informally; and, c) that the student has been advised of the right to appeal the action within five days to the University Discipline Committee. The vice president for student affairs shall initiate procedures in accordance with policies set forth in the *Student Handbook* to determine the necessity for, and extent of, university disciplinary action.

- 1.1 MEETING OF CLASSES. Faculty members shall be responsible for meeting their classes. Each instructor is expected to meet class regularly, punctually and for the appropriate length of time. Every effort should be made to notify students in advance of any deviation from the regular class schedule. (see Faculty Absences).
- 1.2 DISMISSAL OF MULTIPLE CLASSES. Planned dismissal of multiple class meetings must be authorized by the department chair, dean, and provost. In emergency situations, such as power failure, sudden illness, or unsafe conditions, the deans may authorize dismissal of those classes under their supervision.
- 1.3 COURSE SYLLABI. Each instructor shall prepare and distribute a syllabus or course outline for each course taught. The syllabus should be essentially the same for all faculty members who teach sections of the same course and may be prepared through committee action in the department. Each department shall maintain a file of current syllabi on all courses taught by the department.
- 1.4 COURSE INFORMATION FOR SYLLABI. During the first class meeting, instructors shall distribute to their students a written syllabus that includes the course title, number and section; instructor contact information; a course subject outline; attendance requirements (including any make-up policy); course requirements; student learning outcomes; required/optional course materials; faculty office hours; and methods to be used in determining the semester grade. In addition, the syllabus should contain a statement about the availability of services for students with disabilities and a statement about academic honesty expectations. Additional policies and procedures may be added at the discretion of the instructor.

- 1.5 **TEXTBOOKS AND RELATED COURSE MATERIALS.** In accordance with university policy, each department shall determine procedures for the adoption of textbooks and related course materials for classes in that department. Adoption of texts and related instructional materials shall require the completion of requisition forms provided by the department chair. Because of availability and inventory issues, departments are urged to provide as much lead time as possible for the bookstore whenever a textbook change is made.
- 1.6 **OFF-CAMPUS SPEAKERS.** Off-campus speakers invited by instructors to address classes and other student assemblies must have the prior approval of the department chair. The instructor shall be responsible for the selection and scheduling of such speakers. All off-campus speakers shall be governed by instructional standards set forth in this handbook and in the *TSUS Rules and Regulations*. The policy for off-campus speakers invited by student organizations is available in the *Student Handbook*.
- 1.7 **OFF-CAMPUS COURSES.** Off-campus courses shall be offered only in accordance with the policies of Lamar University and the Texas Higher Education Coordinating Board. The Office of Continuing and Distance Education shall coordinate the offering of all off-campus courses.
- 1.8 **NEW COURSES AND PROGRAMS.** Before any new course or program may be offered for academic credit at Lamar University, it must be approved by the home department and college (including department and college curriculum committees) as well as by the University Curriculum Council (or Graduate Council as appropriate) , the provost, the TSUS Board of Regents and the Texas Higher Education Coordinating Board.
- 1.9 **OUT-OF-COUNTRY COURSES, PROGRAMS AND TRAVEL.** As a condition of being permitted to take or participate in university sponsored, out-of-country courses or programs (including trips to Mexico, Canada, and U.S. Territories), all employees and students shall first execute a liability waiver and release of claims in favor of the TSUS Board of Regents, Lamar University, and their officers and employees. All out-of-country official courses and programs (including trips to Mexico, Canada, and U.S. Territories) must be approved, in advance, by the president and the TSUS Board of Regents. All out-of-country official travel (including trips to Mexico, Canada, and U.S. Territories) must be approved, in advance, by the president.
- 1.10 **CLASS ATTENDANCE POLICY.** Regular and punctual class attendance is essential to the attainment of the educational mission of Lamar University. Each instructor should formulate an attendance policy consistent with departmental policies and suited to the needs of the particular course. The policy should be included in the syllabus and explained in detail to the class at the beginning of the semester.

The determination of whether an absence is *excused* (or approved) shall be the responsibility of the instructor, except in cases of approved absences for university-sponsored activities. When absences that are not excused seriously interfere with a student's performance, the instructor may recommend to the department chair that the student be administratively dropped from the course (see Ch. 4, Sec. 2.3).

A list of absences excused due to university-sponsored academic activities shall be maintained in the office of the dean. A list of absences excused due to university-sponsored extracurricular or athletic team activities shall be maintained in the office of the vice president for student affairs. As previously noted, absences also may be excused by the instructor. Students with excused absences shall be allowed to make-up examinations and written assignments without penalty. This privilege does not extend to absences that are not excused.

Students may request that the office of student affairs notify faculty members prior to or during an extended absence. This notification shall not constitute the basis for an excused absence from class. Instead, it shall inform instructors of the reason for the absence and the expected date of the student's return to class.

Students with absences excused for university-sponsored activities should present a properly completed *Excused Absence Form* (available in the office of student affairs) to their instructors. If possible, the form, signed by the approving administrator, should be presented to instructors prior to the student's absence. If not possible, the form should be presented immediately upon returning to class. For student bereavement absence policy, see Sec. 1.15.

- 1.11 **POLICY ON STUDENT ABSENCES ON RELIGIOUS HOLY DAYS.** In accordance with *Texas Education Code 51.911*, Lamar University faculty members shall allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable period of time after the absence. It shall be the student's responsibility to notify his or her instructor of the forthcoming absence no later than 15 days into the semester.

- 1.12 **EXAMINATIONS.** By the third class meeting, each instructor shall determine and announce the examination policy and approximate examination schedule for the course. The policy and schedule shall be subject to the review and approval of the department chair. All examinations, quizzes and tests, other than make-up and final examinations shall be scheduled during regular class/laboratory periods and no test or examination may be given on the last scheduled class meeting of the fall or spring semester.

Final examinations shall be given in accordance with the published final examination schedule. Exceptions shall be made only with the written approval of the department chair and dean. Such approval must be obtained at least 14 days before the beginning of the scheduled final examination period.

- 1.13 **OFFICE HOURS.** Scheduled office hours shall be established by all faculty members and shall be announced to the faculty member's students, chair, and dean. The minimum number of office hours for each week shall be set by the dean and observance of office hours shall be subject to review by the chair. Office hours shall be posted on the faculty member's office door at the beginning of each semester and kept on file with the chair. Office hours shall occur during the regular working hours of the university (8 a.m. to 5 p.m., Monday through Friday, except for approved holidays). Instructors who are unable to meet office hours shall make a good faith effort to notify their students.

1.14 ACADEMIC DISHONESTY. Lamar University expects all students to pursue their academic interests in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic endeavors both within and outside of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

1.14.1 FORMS AND DEFINITIONS OF ACADEMIC DISHONESTY. The university and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty. This includes but is not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials.

1.14.1.1 *Cheating* includes:

- a) copying, without authorization from the instructor, another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs;
- b) using, during a test, materials not authorized by the person giving the test;
- c) collaborating, without authorization, with another person during an examination or in preparing other academic work;
- d) knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of test or assignment that has not been administered or specified;
- e) substituting for another student, permitting any other person, or otherwise assisting any other person, to substitute for oneself or for another student in the taking of an examination or test or the preparation of work to be submitted for academic credit;
- f) bribing another person to obtain a test not yet administered or information about such; and
- g) purchasing, or otherwise acquiring and submitting as one's own work any research paper or other written assignment prepared by an individual or firm. (This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist).

1.14.1.2 *Plagiarism* shall mean the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea into one's own work offered for academic credit.

1.14.1.3 *Collusion* shall mean the unauthorized collaboration with another person in preparing work offered for academic credit.

1.14.1.4 *Abuse of resource materials* shall mean the mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course materials. Academic work shall mean the preparation of an essay, dissertation, thesis, report, problem, assignment, test, creative work or other project that the student submits as a course requirement or for a grade.

- 1.14.2 PROCEDURES. Procedures for initiation of discipline due to academic dishonesty shall be the same for other violations of the Student Code of Conduct (see *Student Handbook*), except that all academic dishonesty cases shall be considered and reviewed by the faculty member, department chair, dean, and provost.

The faculty member shall conduct a complete, thorough, and impartial investigation of the charge of academic dishonesty and determine whether or not the student was responsible for the violation. If the faculty member determines that the student was responsible for the violation, the faculty member may assess an appropriate and reasonable sanction. The student shall be entitled to a written notice from the faculty member explaining the violation, the penalty, and the student's right to appeal the determination of dishonesty and/or the sanction imposed. The faculty member shall forward a copy of the notice to the provost.

If the student does not accept the decision of the faculty member concerning the determination of dishonesty and/or the penalty imposed, the student may appeal to the faculty member's department chair for review of the case. To do so, the student must submit, in writing, a request for an appeal to the chair within five working days of notification of the right to appeal. The student shall be entitled to a written notice of chair's decision and the student's right to further appeal.

If the student does not accept the decision of the chair concerning the determination of dishonesty and/or the sanction imposed, the student may appeal to the dean for review of the case. To do so, the student must submit, in writing, a request for an appeal to the Dean within five working days of notification of the chair's decision. Prior to rendering a decision about an appeal, the dean may request a review of the case and recommendation from the college's student-faculty relations committee. The student shall be entitled to a written notice of the dean's decision and the right to further appeal.

If the student does not accept the decision of the dean, the student may then appeal to the provost for review of the case. To do so, the student must submit, in writing, a request for an appeal to the provost within five working days of notification of the dean's decision. Before rendering a decision, the provost shall convene an *ad hoc* student-faculty relations committee composed of members from the standing student-faculty relations committees from the other colleges to review the case and offer a recommendation. The student shall be entitled to a written notice of the provost's decision. The decision of the provost shall be final.

No disciplinary action against the student shall become effective until the student has received substantive and procedural due process as described above. The provost may decide that a copy of the record pertaining to a case be forwarded to, reside in, and considered by the office of the vice president for student affairs where it then shall be treated as a disciplinary record as described in the *Student Handbook*. If the provost deems that an investigation, perhaps leading to additional judicial action, is warranted, as in the case of flagrant or repeated violations, the provost may request that the student affairs office initiate further action in accordance with the procedures for student discipline as described in *the Student Handbook*.

All letters of appeal shall consist of a summary of the circumstances, a rationale for disagreement with the decision, and all pertinent documentation.

- 1.14.3 **RESPONSIBILITIES OF INSTRUCTORS.** Instructors shall take reasonable and necessary precautions, including the careful administration and monitoring of examinations and assignments, to prevent acts of academic dishonesty.
 - 1.14.4 **DROPPING COURSES OR WITHDRAWING FROM THE UNIVERSITY TO AVOID PENALTIES FOR ACADEMIC DISHONESTY.** Students may not avoid the penalties associated with academic dishonesty as set forth in the course syllabus (e.g., failure in a course or the lowering of a course grade) by dropping the course or withdrawing from the university. The instructor has the right and obligation to change any student initiated drop (Q) or withdrawal (W) to an appropriate grade that reflects the penalty.
- 1.14 **BEREAVEMENT LEAVE.** Students will be granted emergency leave for reason of death in the student's immediate family. Immediate family is defined within this section as the student's spouse or the student's or spouse's parent, brother, sister, grandparent, child or grandchild. Leave must be requested in writing, with appropriate documentation attached (e.g., obituary notice) from the Vice President for Student Affairs who, if the leave is granted, will inform each of the student's instructors. Leave shall normally not exceed three days. Requests in excess of three days must be justified and approved by the Vice President for Student Affairs. A full three days is not automatically granted since it is intended that such leave be limited to the reasonable amount of time needed for travel, funeral arrangements, funeral services and caring for other family members during the immediate period of bereavement. Class days missed as a result of approved bereavement leave will be excused absences, and students should be allowed to make up any work missed as a result. In addition, any course or university deadlines missed will be postponed for an appropriate period of time beginning with the first class meeting subsequent to the end of the leave period. The written notice to the students' instructors must contain a copy of the request (with documentation) as well as a reminder of the right make up missed work.

2. ENROLLMENT AND GRADING POLICIES.

- 2.1 ENROLLMENT OF CITIZENS 65 OR OLDER. Citizens who are 65 or older may attend courses on a space-available basis without charge of tuition, but may be required to pay certain course-related fees. Such students should contact the finance office for applicable fees.
- 2.2 ADDS, DROPS AND WITHDRAWALS. Students registering for classes after the regular registration period must solicit and receive, in writing, approval from the instructor and department chair. Such written approval must be presented to the registrar prior to adding a course. Every student's name should appear on the official class roll. Official rolls are distributed by the office of the registrar and class rosters are available to faculty on the *web for faculty* link to Lamar's homepage. The addition of classes by a student after the official audit day (12th class day of a semester or the fourth class of a summer session, see *University Catalog* for specific dates) is highly discouraged and requires the approval of the instructor, department chair, dean and senior associate provost.

A student may drop a course or withdraw from the university without grade penalty during the first few weeks of the semester. For drops or withdrawals after the penalty-free period, grades shall be recorded as *Q*, *W* or *F* indicating that the student was passing (*Q* or *W*) or failing (*F*) at the time of the drop or withdrawal. A grade of *Q* or *W* may not be assigned unless an official drop or withdrawal has been processed through the office of records and registrar. The deadlines for dropping or withdrawing, with or without penalty, shall be published in the official *University Catalog* and *Class Schedule*.

- 2.3 INSTRUCTOR INITIATED DROPS. When excessive, unapproved absences seriously interfere with a student's performance, the instructor may recommend to the department chair that the student be administratively dropped from the course. Action to drop the student requires the approval of the department chair. If this action is taken after the penalty-free period, a grade of *F* may be recorded for the course. All drop and withdrawal dates shall be published in the *University Catalog* and class schedule. Instructors should explain and define the meaning of *excessive absences* in the course syllabus and/or at the beginning of the course.
- 2.4 STUDENTS NOT MAKING TUITION INSTALLMENT PAYMENTS. Students participating in the university's tuition installment program who become delinquent in their payments shall be governed by the following policies.
- Upon installment default and notice to the instructor from the finance office, the student shall be barred from class attendance.
 - A student barred from class for a period of ten class days who has not met his or her financial obligation shall be withdrawn by the finance office. Grade assignment will follow the university's general withdrawal policy.
 - Once withdrawal occurs, a student shall not be reinstated during that semester or term.
 - While barred from class, the student's absences shall not be considered excused.

2.5 GRADES AND REPORTS.

- 2.5.1 RETURN OF GRADED MATERIALS. Examination grades and test papers should be returned to students within a reasonable time. Only under rare circumstances should written work be withheld from students until the end of the semester.
- 2.5.2 CHANGE OF GRADES. Grades shall remain as recorded and, with the exceptions noted below, may be changed only by the instructor for good cause. In the event the instructor is no longer employed by Lamar University, the department chair and dean shall have the authority to change grades. A written explanation of the basis for the change shall be placed in the university's official files.
- 2.5.3 CHAIR AND DEAN INITIATED GRADE CHANGES. Grades may be changed by the department chair and the dean when the appropriate student-faculty relations committee (see Appendix H), as a result of an appeals process, rules that a faculty member has violated a university policy, failed to implement a previously announced grading policy or acted in an arbitrary or capricious manner.
- 2.5.4 REVIEW OF GRADING. All academic grades for a specific student as well as the methods used by an instructor to determine the grades shall be subject to review by the appropriate department chair and dean when a review is formally requested, in writing, by the student. The review must conform to guidelines set forth by university policy and federal law (see Family Education Rights and Privacy Act in Appendix G). The department chair and dean must approve any grade change requested by an instructor after final semester grades are recorded.
- 2.5.5 OFFICIAL GRADE REPORTS. Each faculty member shall be responsible for submitting official grade reports on all students who are certified as enrolled in class on the audit class day. These grades must be reported in accordance with the schedule as published in the official *University Catalog*. Grades shall be reported using the *web for faculty* link to Lamar University's homepage (www.Lamar.edu). Exceptions must be approved by the department chair.
- 2.5.6 UNIVERSITY GRADING SCALE. Lamar University shall use a traditional four-point grading system. A "C" average (2.00 cumulative grade point average) or higher shall be considered *satisfactory academic progress* (good standing) and shall be a university graduation requirement for baccalaureate degrees. Candidates for graduate degrees must post a "B" average (3.00 cumulative grade point average) or higher for graduation.

Students with *unsatisfactory* cumulative grade point averages (< 2.00) at the end of a semester or session shall be placed on *academic probation* or, under conditions described in the *General Catalog*, shall be suspended from the university. Following the penalty period, suspended students must obtain written permission from the dean prior to attending a fall or spring semester. Summer

terms and mini-sessions shall be open to suspended students. For more information on suspension and probation, see the *General Catalog*.

The grade of "I" shall be given only when a course requirement, including the final examination, has not been completed because of an unavoidable circumstance. If the remaining work is not completed by the end of the next long (fall or spring) semester, the "I" grade shall be changed to an "F" on the student's transcript. Requests for one semester extensions shall be honored by the records office on recommendation from the instructor and department chair prior to the expiration of the normal deadline. Additional information about grades and grading is available in the *General Catalog*.

- 2.5.7 AUDIT CREDIT. A student desiring to register for a course to receive an audit credit grade of "NG" must have the written approval of the department chair and dean prior to the deadline for dropping or withdrawing from a course without penalty.
- 2.5.8 RETENTION OF GRADES. Student grade records for any class should be retained by the instructor for a period of at least three years. In the event the instructor leaves the employment of Lamar University, it shall be the departing faculty member's responsibility to leave all grade records with his or her department chair. The chair shall retain the records.
- 2.5.9 STUDENT APPEAL OF A COURSE GRADE. Prior to beginning the grade appeals process, the aggrieved student should meet with the instructor who awarded the grade to discuss the situation and to attempt to satisfactorily revolve the problem.

The instructor (defined as one who has the responsibility for a class, special problems section, or thesis/dissertation section) has the authority in his or her class over all matters affecting the conduct of the class, including the assignment of grades. Student performance should be evaluated according to academic criteria made available to all students within the first two weeks of each semester, and grades should not be determined in an arbitrary or capricious manner. When a student disagrees with the final grade given by an instructor, fair play requires the opportunity for an orderly appellate procedure. A student must initiate the appeal procedure within 20 school days (excluding Saturday, Sunday, and official student holidays) of the beginning of the semester subsequent to the one in which the grade was awarded if enrolled that semester (otherwise, within 20 school days of the next semester in which the student is enrolled), or 150 calendar days after the issuance of spring semester grades, should the student not be enrolled during either summer semester.

This appellate process does not involve allegations concerning the competence of a faculty member, the fairness of examinations, the difficulty of a course, or matters of a purely academic nature. Rather, its purpose is to provide for the collection and evaluation of evidence shedding light on an allegation that a grade is invalid because of arbitrary capricious or unethical behavior on the part of an instructor of record.

When a student challenges a grade, the burden of proof lies with the student. The student should be certain that his or her case for appeal is complete and thorough. The grade appeal process should be reviewed carefully, and each step should be followed.

It is the student's responsibility to bring an original Appeal Form for Grade Review, copies of which should be available in each departmental office, each dean's office, and from the Offices of Academic Affairs. A procedural checklist and instructions for the Appeal Form are also available from these sources. Additional information concerning the grade review process is available in Section 25 of this chapter, Appendix H of this handbook, and in the *Student Handbook*.

- 2.5.10 STUDENT RECORDS. Official and permanent student records shall be created by and kept in the custody of the Office of Records and the Registrar. Practices and policies regarding access to and the release of these records shall be in strict conformity with the *Family Education Rights and Privacy Act of 1974 (also known as FERPA or the Buckley Amendment)*. Under the provisions of the *Act*, access to student educational records (or personally identifiable information contained therein) may be given to faculty members only if they have a *legitimate educational interest*. Such information must be used only for the purpose requested. Care should be taken that no personally identifiable information other than *directory information* is released without the written authorization of the student. A student's social security number is interpreted as *personally identifiable* and may not be used to post test scores, grades, etc., without the student's written consent.

The *Act* defines *directory information* as that information the institution has declared it will release routinely and has so officially advised students. Any student may advise the institution—via the records office—not to release any or all of the information designated. The categories of information which have been designated as directory information are found in Appendix G. Also, see Appendix G for full text of notice to students as required by *PL 93-380*.

3. ACADEMIC ADVISING, COUNSELING, AND STUDENT SUPPORT SERVICES.

- 3.1 **STUDENT ADVISING.** The overall program of academic advisement shall be the responsibility of the deans. Each college shall offer a comprehensive program of student advisement. Academic advisement shall be available to all students and shall be mandatory for several types of students including freshmen; new transfer students; students restricted under the provisions of the Texas Success Initiative (TSI); students enrolled under the provisions of individual approval; general studies majors; students on probation or returning from suspension; students changing majors; students majoring in nursing, pre-nursing, sociology, social work, criminal justice, seniors and graduate students in the College of Business; all College of Engineering majors; and all majors in communication disorders, music, theater, and dance. Formal advising periods for the university shall be designated and formally announced by the registrar each semester. During these periods, student majors may confer with their academic advisors and obtain approval for courses for the following semester or term.
- 3.2 **CENTER FOR GENERAL STUDIES.** Undergraduate students who have not selected a major field of study shall be placed administratively in the Center for General Studies and shall matriculate toward the bachelor of general studies degree. The colleges shall be encouraged to counsel and actively recruit general studies students into the traditional majors. Academic advising and student counseling is available in the Center.
- 3.3 **SERVICES FOR STUDENTS WITH DISABILITIES.** The Office of Services for Students with Disabilities shall assist disabled Lamar University students in their efforts to be as successful as possible on the campus. Students who have qualifying disabilities may receive registration assistance, tutoring, adaptive equipment, and other personalized services. Faculty and staff are required by law and policy to provide reasonable accommodations to such students. For additional information, contact the coordinator of services for students with disabilities at 880-8026.
- 3.4 **FACULTY SPONSORSHIP OF STUDENT ORGANIZATIONS.** Each recognized student organization shall be required to have at least one faculty sponsor who is a member of the full-time faculty. Faculty members shall be encouraged to participate in student organizations and related extracurricular activities which contribute to the academic growth and development of students.
- 3.5 **CORE CURRICULUM COURSE SUBSTITUTIONS BASED ON DOCUMENTED DISABILITIES.** Any request for a core curriculum course substitution based on a documented and legally recognized disability must be submitted, in writing, to the coordinator of services for students with disabilities. The coordinator shall review all relevant documentation and, if appropriate, forward the request to the department chair of the student's major. After consultation with the student's academic advisor, the chair shall recommend a suitable and appropriate course substitution and forward the recommendation to the dean within which the student's major is located. The dean shall review and forward the recommendation to the provost for a final decision.

All course substitutions must conform to the principle of *reasonable accommodations* and all requests must be submitted to the coordinator of services for students with disabilities as early as possible and preferably within the first year of a student's enrollment at Lamar University. For more information, contact the office of services for students with disabilities (880-8026).

- 3.6 ALLEGED STUDENT ACADEMIC GRIEVANCES. The university has established procedures for the resolution of alleged student academic grievances in a prompt and equitable manner. As a part of this process, a student-faculty relations committee shall exist in each undergraduate college. The full details of the university procedure for students in reference to alleged grievances are listed in the Appendix H.
- 3.7 SCHEDULING OF INTERCOLLEGIATE ATHLETIC EVENTS. Lamar University shall require all intercollegiate athletic programs to schedule all formal events and practices at times that minimize conflict with the class and examination schedules of student-athletes. It shall be the responsibility of the athletic director to familiarize all coaches with this policy and monitor compliance.