# Table of Contents

- Department Directory ................................................................................................................................. 4
- College Administration ................................................................................................................................... 5
- General Help & Syllabus Information ............................................................................................................ 7
- Office of Faculty and TA Development (FTAD) ............................................................................................ 7
- Course Syllabus Checklist ............................................................................................................................... 9
- Teaching Diversity .......................................................................................................................................... 10
- Office for Disability Services ......................................................................................................................... 10
- Printing & Computing Resources ................................................................................................................ 11
- Instructional Copies ....................................................................................................................................... 11
- Allowance Guideline Statement .................................................................................................................. 11
- Course Packets at Uni-Print (Course Notes) ................................................................................................. 11
- Carmen ............................................................................................................................................................ 11
- Computing and Communication Services .................................................................................................... 12
  - Responsible Usage Policy .......................................................................................................................... 12
  - Security Requirements ............................................................................................................................... 13
  - Copyright Laws and You ............................................................................................................................ 14
  - Computer Privileges .................................................................................................................................. 14
- Class Rosters .................................................................................................................................................. 15
- Viewing/Printing Class Rosters via the Web ................................................................................................. 15
- Downloading Class Rosters via E-mail .......................................................................................................... 15
- Issues Related to Electronic Class Rosters ................................................................................................... 15
- Not Listed On Roster ..................................................................................................................................... 16
- Listed On Roster as Not Having Paid .......................................................................................................... 16
- Listed On Roster but Not Attending ........................................................................................................... 16
- Undergraduate Bus Courses with M Sections – “Two Rosters” ................................................................... 17
- Filled Courses/Sections .................................................................................................................................. 17
- Grading & Testing .......................................................................................................................................... 17
- Some Important Considerations Prior to Posting Grades ............................................................................ 17
- Step-by-Step Instructions for Posting Grades ............................................................................................... 18
- The Mark “EN” ................................................................................................................................................. 20
- Incomplete ...................................................................................................................................................... 20
- Audit ................................................................................................................................................................. 21
- Grade Assignment/Change Form .................................................................................................................. 21
- Verification ...................................................................................................................................................... 22
- Alteration Of Marks ....................................................................................................................................... 22
- AU08 Grade Posting ..................................................................................................................................... 22
- Downloadable Forms ..................................................................................................................................... 23
- Common Exams ............................................................................................................................................. 22
- Test Scanning Services .................................................................................................................................. 23
University Test Scanning .............................................................. 23
College Test Scanning ................................................................. 23
Student Evaluation of Instruction ...................................................... 24
Academic Misconduct & Student Rights .............................................. 25
Committee on Academic Misconduct .................................................. 25
Maintaining Confidentiality in Cases of Alleged Academic Misconduct .................................................. 26
FERPA ........................................................................................................... 27
Retention of Materials to Meet Course Requirements Faculty Rule (3335-7-231) .................................................. 27
Sexual Harassment Policy ................................................................. 27
Facilities ...................................................................................................... 29
Fisher College Buildings ................................................................. 29
Online Maps ............................................................................................... 29
Room Scheduling Services ................................................................. 29
Classroom Technologies and Distance Learning Operations ......................... 30
Building Concerns .................................................................................. 30
Keeping Our Facilities Clean ............................................................... 31
The Ohio State University Non-Smoking Policy ........................................... 31
Building Access ..................................................................................... 31
Mail in Fisher Hall ................................................................................ 32
Emergency Evacuation Procedures & Public Safety .................................. 32
Fire Alarms .............................................................................................. 32
Tornado Warning & Safety ..................................................................... 33
Important Dates ...................................................................................... 34
<table>
<thead>
<tr>
<th>Department Directory</th>
<th>URL</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Technologies and Distance Learning Operations</td>
<td><a href="http://fisher.osu.edu/services/avdl/">http://fisher.osu.edu/services/avdl/</a></td>
<td>614-247-6784</td>
</tr>
<tr>
<td>The Blackwell</td>
<td><a href="http://www.theblackwell.com/">http://www.theblackwell.com/</a></td>
<td>614-247-4000</td>
</tr>
<tr>
<td>Business Library</td>
<td><a href="http://fisher.osu.edu/library/">http://fisher.osu.edu/library/</a></td>
<td>614-292-2136</td>
</tr>
<tr>
<td>Career Services</td>
<td><a href="http://fisher.osu.edu/services/career-services/">http://fisher.osu.edu/services/career-services/</a></td>
<td>614-292-2136</td>
</tr>
<tr>
<td>Office of External Relations</td>
<td><a href="http://fisher.osu.edu/offices/external-relations/">http://fisher.osu.edu/offices/external-relations/</a></td>
<td>614-292-2181</td>
</tr>
<tr>
<td>Educational &amp; Professional Diversity</td>
<td><a href="http://fisher.osu.edu/offices/diversity/">http://fisher.osu.edu/offices/diversity/</a></td>
<td>614-292-5625</td>
</tr>
<tr>
<td>Executive Education Programs</td>
<td><a href="http://fisher.osu.edu/programs/executive-education/">http://fisher.osu.edu/programs/executive-education/</a></td>
<td>614-292-9300</td>
</tr>
<tr>
<td>Finance</td>
<td><a href="http://fisher.osu.edu/fin/">http://fisher.osu.edu/fin/</a></td>
<td>614-292-5026</td>
</tr>
<tr>
<td>Fiscal Office</td>
<td><a href="http://fisher.osu.edu/offices/fiscal/">http://fisher.osu.edu/offices/fiscal/</a></td>
<td>614-292-0907</td>
</tr>
<tr>
<td>Graduate Programs</td>
<td><a href="http://fisher.osu.edu/programs/graduate/">http://fisher.osu.edu/programs/graduate/</a></td>
<td>614-292-8511</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td><a href="http://fisher.osu.edu/offices/information-technology">http://fisher.osu.edu/offices/information-technology</a></td>
<td>614-292-8976</td>
</tr>
<tr>
<td>International Programs</td>
<td><a href="http://fisher.osu.edu/international">http://fisher.osu.edu/international</a></td>
<td>614-292-0845</td>
</tr>
<tr>
<td>Management Sciences</td>
<td><a href="http://fisher.osu.edu/departments/management-sciences/">http://fisher.osu.edu/departments/management-sciences/</a></td>
<td>614-292-1275</td>
</tr>
<tr>
<td>Management and Human Resources</td>
<td><a href="http://fisher.osu.edu/departments/management-and-hr/">http://fisher.osu.edu/departments/management-and-hr/</a></td>
<td>614-292-5028</td>
</tr>
<tr>
<td>Marketing &amp; Logistics</td>
<td><a href="http://fisher.osu.edu/marketing/">http://fisher.osu.edu/marketing/</a></td>
<td>614-292-8808</td>
</tr>
<tr>
<td>Minority Student Services</td>
<td><a href="http://fisher.osu.edu/offices/diversity/minority-student-services/">http://fisher.osu.edu/offices/diversity/minority-student-services/</a></td>
<td>614-292-1017</td>
</tr>
<tr>
<td>Office of the Dean</td>
<td><a href="http://fisher.osu.edu/about/office-of-the-dean/">http://fisher.osu.edu/about/office-of-the-dean/</a></td>
<td>614-292-2666</td>
</tr>
<tr>
<td>Research Centers</td>
<td><a href="http://fisher.osu.edu/research/research-centers/">http://fisher.osu.edu/research/research-centers/</a></td>
<td>614-292-2715</td>
</tr>
<tr>
<td>Undergraduate Programs</td>
<td><a href="http://fisher.osu.edu/programs/undergraduate/">http://fisher.osu.edu/programs/undergraduate/</a></td>
<td>614-292-2715</td>
</tr>
</tbody>
</table>
College Administration

Stephen Mangum  
Interim Dean  
Senior Associate Dean for Academic Programs  
(614) 292-2666 / mangum_1@fisher.osu.edu

Jay Barney  
Chair, Research Committee  
(614) 688-3161 / barney_8@fisher.osu.edu

Robert E. Burnkrant  
Chair, Department of Marketing & Logistics  
(614) 292-9695 / burnkrant_1@fisher.osu.edu

Barbara DeYoung  
Executive Director, Business & Finance  
(614) 292-7351 / deyoung_5@fisher.osu.edu

J. Richard Dietrich  
Chair, Department of Accounting & MIS  
(614) 292-2082 / dietrich_59@fisher.osu.edu

Leslie Fine  
Academic Director, Executive MBA Program  
(614) 292-2610 / fine_5@fisher.osu.edu

Francisco X. Gomez-Bellenge  
Associate to the Dean, Office of Educational and Professional Diversity  
(614) 292-6684 / gomez-bellenge_1@fisher.osu.edu

David B. Greenberger  
Academic Director of Computing  
Chair, Department of Management and Human Resources  
(614) 292-5291 / greenberger_1@fisher.osu.edu

Stephen M. Hills  
Academic Director, International Programs  
(614) 292-2158 / hills_1@fisher.osu.edu

Anil K. Makhija  
Associate Dean for Executive Programs  
Chair, Department of Finance  
(614) 292-1899 / makhija_1@fisher.osu.edu

Jim Miller
Executive Director, Office of External Relations  
(614) 292-2181 / miller_156@fisher.osu.edu

Carol Newcomb  
Executive Director, Executive Education  
(614) 292-0268 / newcomb_28@fisher.osu.edu

Jeffrey Rice  
Executive Director, Career Services  
(614) 292-8588 / rice_122@fisher.osu.edu

David Smith  
Executive Director, Graduate Programs  
(614) 292-0887 / smith_3583@fisher.osu.edu

Melissa Torres  
Director, International Programs  
(614) 292-0845 / torres_32@fisher.osu.edu

H. Rao Unnava  
Associate Dean for Undergraduate Programs  
(614) 292-1506 / unnava_1@fisher.osu.edu

Peter Ward  
Chair, Department of Management Sciences  
(614) 292-6318 / ward_1@fisher.osu.edu

Ingrid Werner  
Academic Director, PhD Programs  
(614) 292-6460 / werner_47@fisher.osu.edu

Karen Hopper Wruck  
Associate Dean for MBA Programs  
(614) 688-5443 / wruck_1@fisher.osu.edu

Jay Yutzey  
Executive Director, Undergraduate Programs  
(614) 292-9930 / yutzey_2@fisher.osu.edu
General Help & Syllabus Information

Office of Faculty and TA Development (FTAD)
Faculty & TA Development at the Ohio State University assists faculty and TAs in becoming the finest teachers they wish to be.

Information obtained from http://ftad.osu.edu/

Where can I obtain help with course design, teaching strategies, and obtaining feedback on teaching? At the Ohio State University, the Office of Faculty and TA Development provides instructional development assistance to faculty and teaching associates (TAs) in designing, developing, and evaluating courses, and improving personal teaching skills. In addition to tailored departmental workshops, the office also provides individual instructors with the following services:


Faculty & TA Development
260 Younkien Success Center
1640 Neil Avenue
Columbus, OH 43201-2333
614-292-3644
ftad@osu.edu
http://ftad.osu.edu/

A Course Syllabus Checklist
All instructors should prepare a syllabus for every course they teach. A copy of the syllabus should be distributed to each student at the first class session and another copy should be placed on file in the instructor's appropriate department office. The College requests all course syllabi be available on-line for easy access. Your syllabus should include the following information:

- **Course**
  Complete information on course number/section number, title, meeting day(s) & time; classroom location.

- **Instructor**
  Your full name, office location, office phone number (and home phone number if applicable); e-mail address, office hours, appointment times, information on teaching assistants.

- **Prerequisites**
  Classes, skills, and information required prior to enrolling in course.

- **Textbooks/Readings**
  Complete information on the author(s), edition(s), title of the textbook(s), and local book
retailers. You should always attempt to order textbooks for which an electronic format is available. For information on available alternate formats of a book, contact the publisher. Other material(s) required or recommended for the course—any additional course material such as calculator or art supplies that the student has to buy to successfully complete the course. Information on such material needs to be as detailed and specific as possible.

- **Statement of Course Objectives**
  Information to be covered, general themes, and course activities.

- **Learning Objectives**
  A precise statement(s) linking subject matter and student performance. The objective includes competencies, skills and knowledge students should acquire by the end of the course.

- **Description of The Means (Or Activities) For Approaching The Course Objectives**
  Lectures, assignments, in-class discussion with active participation, case study, film/video tape, labs, field trips, exams, projects, or combination of all.

- **Calendar & Reading Assignment**
  Supply schedule of events; include discussion topics, exam dates, assignments and readings to be completed for each day.

- **Examination Dates and Formats**
  Clearly indicate homework/projects/term papers, the requirement for these assignments (e.g., the length, content, format, individual or group work, and layout) and due dates.

- **Statement of Grading Policy**
  Explicitly explain the grading criteria, components of the final grade, and other relevant information for getting each of the letter or numerical grades.

- **Statement of Course Policy**
  Indicate the course policies as explicitly as possible and express in a non-threatening manner for such events as missing an exam, turning in an assignment late, missing classes, requesting an extension, tardiness, absences, late assignments, test/assignment make-ups; and academic misconduct.

- **Syllabus Disability Statement**
  All instructors are encouraged to include in their syllabus, a statement inviting students with disabilities to meet with them in a confidential environment to discuss making arrangements for accommodations. There are several reasons why this syllabus statement is critical. First of all, this statement both normalizes the accommodation process, but also helps to create a positive and welcoming environment for students with disabilities. The statement creates a collaborative vehicle for making legally mandated accommodations. It also serves as a reminder to students who need the accommodations that these arrangements need to be made. The following is an example of a syllabus disability statement that can be used or adapted for your course syllabi: *Any student who feels she/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact the Office for Disability Services at 614-292-3307 in room 150 Pomerene Hall to coordinate reasonable accommodations for students with documented disabilities.*

  [http://www.ods.ohio-state.edu/](http://www.ods.ohio-state.edu/)
Teaching Diversity

Teaching in the diverse classroom in a global economy means more than addressing issues of diversity or multiculturalism. We must be aware of how we treat our students, of how our students treat us, and of how our students treat each other. These kinds of issues span disciplines and professions. They are important in all classes, whether the format is lecture, discussion or team projects. Each class, regardless of format or discipline, offers the opportunity to increase awareness of diversity and multi-cultural issues. Based on that principle, here are some different teaching tips. These tips address all types of classes in every discipline. You may find that some are more appropriate to your situation than others, and you may be more comfortable using some than others. Pay attention to how you address different groups of students. Do you refer to international students in the same way (e.g. by first name, last name) as you refer to other students? Do you address men and women differently? Strive for as much consistency as possible in the way you address each person in the class.

Monitor the questions and comments coming from the class to make sure that one group’s opinions are not over-represented. If people from some groups (race, gender, nationality, major) are not volunteering information, ask for their opinion. Use a random system for asking general questions or soliciting class participation so that every student has the same chance of participating.

When students are speaking to each other, monitor the discussion to make sure that students show consideration and respect. Make sure that all groups are able to participate. Intervene if a person or groups of people are trying to dominate the discussion.

If a difficult classroom situation arises based on a multicultural or diversity issue (or any difficult, value or judgment-based situation), ask for a time out while everyone writes down his or her thoughts/opinions about the incident. This allows everyone to cool down and allows you to collect your thoughts and plan a response.

Include a statement in your syllabus about the need to encourage and respect diversity. Even including the University’s anti-discrimination policy shows that you are aware of it, and provides a basis for discussion or action should a relevant issue arise. Make sure your syllabus is written in gender neutral or gender inclusive terms.

When you adopt a text book, make sure it is written in gender neutral or gender inclusive terms. If the book includes photographs, make sure people of both genders, and of various races and nationalities are involved. If you use cases, choose cases which involve diverse populations, female decision makers, or decision makers with Hispanic, Asian etc. surnames. Use cases which are set in other countries, or which involves problems of international business or multi-cultural constituencies.

Do not allow students to sit in the same seat every class meeting. Encourage students to sit next to people they don’t know, and allow two or three minutes at the start of class for people to introduce themselves to others. This will encourage students to get to know their colleagues as people. At various points in the term (perhaps after three and six weeks), allow students to provide anonymous feedback about the course, especially with regard to their level of comfort in asking questions, answering questions, asking for help, etc., both from the instructor and from their colleagues. This may help uncover problems that you would not otherwise recognize.
Where appropriate, use the lecture materials to show how your field has become more diverse in the past few years. Present information about the increases in women, minorities, international employees in the profession. Discuss how the changing population has affected the field. How is the profession adapting to a global market?

Invite guest speakers to your class who represent diversity in gender, race and ethnicity, even if the topic itself does not deal with multi-cultural or diversity issues. If you meet with recruiters as part of your student service activities, ask the recruiters for information that you can share with the class as these firms address multi-cultural and diversity issues. If you use materials which are not written in gender neutral or gender inclusive terms (especially older cases and journal articles), point out that the norm in business has changed since the materials were printed. Use these types of materials as an opportunity to remind students that most businesses use gender inclusive/gender neutral language as a matter or course. If you normally make announcements in class about student organization meetings or department functions, include announcements about multi-cultural events such as Hispanic Awareness Week, Asian Awareness Week, etc.

For more information on Teaching Diversity:
http://fisher.osu.edu/offices/diversity/diversity-resources/diversity-in-classroom

Office for Disability Services

ODS staff members assist instructors in a variety of ways so that students with disabilities have equal access to instruction. Office for Disability Services staff can:

- Meet with instructors and students to discuss possible teaching strategies and accommodations
- Assist in converting class materials into accessible formats or advise on other types of auxiliary aids
- Assist in arranging for students to take exams with accommodations
- Assist in making web sites or distance education classes accessible to print-impaired students

http://www.ods ohio-state.edu/
Printing & Computing Resources

Instructional Copies

Allowance Guideline Statement
Management and tracking of copying allowances and/or expenses by instructor and course will be monitored at the departmental offices. Faculty members should contact their Department Administrative Assistant for questions regarding departmental-specific copy procedures. Instructors should limit their use of the copy allowance to course outlines and examinations with all other readings organized and forwarded to Uni-Print or some other outlet for duplication and sale to students.

Course Packets at Uni-Print (Course Notes)
Faculty and teaching staff who wish to compile customized course packets for their students can use the Course Packets at Uni-Print service. Uni-Print will duplicate and bind materials according to your instructions, and sell them to students at the Uni-Print location of your choice. Call 292-2219 to learn more about Course Packets at Uni-Print. If you like, a representative can visit your office with sample materials and detailed information. Copyright permission is often necessary to use materials that have already appeared in print. Uni-Print can obtain permissions as appropriate. Although some publishers provide quick on-line responses, Uni-Print recommends that faculty submits permission requests at least 4 to 6 weeks before the start of the quarter, in order to be sure that materials will be ready for students. Uni-Print offers a wide range of services, including binding, laser printing, color-added photocopying, color laser-printing, syllabus and exam orders. Department offices in Fisher, Gerlach and Schoenbaum Halls have drop-off boxes for free pick-up and delivery or you can order on-line.

http://uniprint.osu.edu/coursepackets/

CARMEN
Carmen (Desire2Learn) is an integrated set of web course tools that can be used to supplement a class taught mostly face-to-face or one delivered entirely online. In addition to providing web space for your online course where your syllabus and other materials are stored, many other tools also are available: Discussion boards; Live chat and whiteboard for graphics; Student presentations; Content paths with bookmarking, progress tracking; Audio, video, and CD-ROM integration; Gradebook; Calendar Glossary Carmen is the primary web-based course management systems supported by the Office of Information Technology (OIT) at the Ohio State University. The TELR support group, staffed by instructional development specialists, can assist faculty in setting up and developing online courses. There also are regularly scheduled training classes as well as opportunities to learn about the pedagogy of online learning through activities coordinated by the Office of Technology Enhanced Learning and Research (TELR).

For support in the college please contact:
Computing and Communication Services

The Computing Services Department is open Monday through Friday, from 8:00am to 5:00pm in 320 Mason Hall. The Computing and Communications Services Dept. (CSC) is responsible for developing, maintaining, and supporting a wide array of technology services for the Fisher College of Business. It is their continuing mission to provide students, faculty, and staff with an unrivaled level of technological capability and support.

Technical assistance is available to Fisher College-affiliated faculty and staff by calling (614) 292-8976 or sending an email to helpdesk@fisher.osu.edu.

http://fisher.osu.edu/services/computing-services/

Responsible Usage Policy

All users of university computing resources must:

• Comply with all federal, Ohio, and other applicable law; all generally applicable university rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the university's code of student conduct; the university's sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

• Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the university.

• Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by
itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

- Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of university computing resources, the university may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

- Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Personal use of university computing resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other university responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

- Refrain from stating or implying that they speak on behalf of the university and from using university trademarks and logos without authorization to do so. Affiliation with the university does not, by itself, imply authorization to speak on behalf of the university. Authorization to use university trademarks and logos on university computing resources may be granted only by the Office of University Relations or the Office of Trademarks and Licensing Services, as appropriate. The use of suitable disclaimers is encouraged.

Full Policy: http://cio.osu.edu/policies/responsible_use.html

Security Requirements

The Ohio State University data network is a shared resource used by the entire university community and its affiliates in support of the university’s business practices and academic missions. Access to the data network is both an essential tool for university life and work and a valuable privilege. University units and community members must cooperate to protect the network by securing computer and network devices in order to preserve that access.

Each device must meet the following minimum standards prior to and after connecting to the university data network or support infrastructure:

1. The device must be guarded by an up-to-date and active firewall set to protect it from unauthorized network traffic.
2. Current operating system and application software with current security patches must be installed.
3. The device must be protected against malicious or undesired software such as viruses, spyware, or adware.
4. Access to the device must require appropriate authentication controls such as account identifiers and robust passwords.

Copyright Laws and You
Different copyright laws apply for commercial, public domain, and site licensed software packages. You are responsible for abiding by any and all copyright laws that apply to the software you use in the Microcomputer Consulting Area (MCA) and public computing sites. Commercial software packages have license agreements that you automatically agree to as soon as you open the package. You should read the agreement and follow the restrictions. Most license agreements for commercial software permit copies of the program to be made for use by the person who bought the package; the original copy is intended to be kept as a backup. It is a violation of the agreement to make additional copies for other users.

Computer Privileges
Unauthorized computer use may have serious consequences that could result in suspension, dismissal, and/or criminal penalties. You are cautioned to protect your password and computer files. Your computer account is provided for your use and your use only. You may not give your password to any other person. You may not use another person's account even if they give you their password.
Class Rosters

Viewing/Printing Class Rosters via the Web

How to select class rosters:

- Open your web browser and enter the web address: http://buckeyelink.osu.edu/facultystaff.php
- Select “Class Rosters”. Your browser will take you to the Office of Information Technology “authentication” page where you will be required to enter your OSU username (yourlastname. #) and password and click the “Login” button.
- Use the drop-down boxes to select criteria. When you have finished making selections, click on the “Search” button.
- The next screen allows you to select up to five Class Rosters. You may choose to view all students in a section, or you may sort by “Paid”, “Unpaid”, “Dropped”, “Graduating” or any combination of these. You may also select how you wish to view the roster; HTML (web), Acrobat PDF (PDF Download) or Comma/Delimited (CSV/Download).
- After all selections have been made, click on “View Roster(s)”.

IMPORTANT: If you request a download file where there are no students enrolled, you will get the message “There are no students enrolled in this Section”.

Downloading Class Rosters via E-mail

To use the E-mail/E-mail-to-Web application, e-mail your request for a roster or rosters to roster@osu.edu. The subject of the e-mail must contain only the quarter and year for which you are requesting rosters (e.g., Autumn 2005). Here is an example of an e-mail message used to request rosters for a course with three (3) sections:

From: yourlastname.#@osu.edu
Sent: (date/time)
To: roster@osu.edu
Subject: Autumn 2005

SECTION xxxx1
SECTION xxxx2
SECTION xxxx3
yourlastname.#@osu.edu

Issues Related to Electronic Class Rosters

In order for you to use the web-based class roster application you must have your name and SSN correctly coded into the Course Database. Course Database information must also match
the information that is in the Automated Resources Management System (ARMS) Human Resources Information System (HRIS). If there is a problem with Course Database coding, contact Jill O’Neill at oneill_139@fisher.osu.edu or your Department Office Administrative Assistant for Course Database maintenance help. Access will be denied to the Class Roster application if you are not reflected in the Course Database as being associated with the section.

- Information in the Course Database, the web-based security tables, will not be updated until the day following the change request.
- Using an Internet account name or alias other than your OSU Internet account name (e.g., yourlastname.#@osu.edu) will deny you access to the application.

http://www.ureg.ohio-state.edu/Indexes/faculty-staff.html

Not Listed On Roster

If a student is attending a course but is not listed on any roster for that course, the instructor should request the student immediately add the course or cease attending the course, unless the student can provide evidence the course was added since the roster was created. The Registrar's Office does realize there are rare circumstances in which a student legitimately attends a course, successfully completes the course with a grade, but is not listed on the roster. In these cases, the grade forwarded to the Registrar's Office must be sent with a Change Ticket from the student's enrollment unit (college office), requesting the student be added to the course. If a grade is received by the Registrar's Office without the Change Ticket, it will be filed for four quarters and then destroyed unless the student takes the appropriate action to have him/her added to the course.

Listed On Roster as Not Having Paid

If a student is attending a course and appears on the class roster, the instructor should request to see documentation of the student's payment. Students who do not pay fees should be encouraged to pay immediately and discouraged from further attendance. The Registrar's Office is encouraging faculty to enforce these procedures/rules because the Registrar's Appellate Review Committee is typically asked to consider several cases each quarter involving students who may be attempting to "buy" their grades. Persons who are permitted to attend classes, submit work, and take exams, without having enrolled or paid, could argue that by allowing him/her to continue to attend class, we have waived those requirements and that they therefore are contractually entitled to course grades and credit. Although the University would have strong defenses to such an argument, it would be preferable to avoid the argument, and the distractions that a potential lawsuit can entail. Faculty who permit non-enrolled and unpaid persons to attend their classes may inadvertently be inviting others to take advantage of their leniency. This is not fair to those students who pay fees. And, faculty who permit non-enrolled and unpaid persons to attend their classes may unknowingly be allowing a “professional” note-taker to sit in the class and take notes for personal gain.

Listed On Roster but Not Attending

If students are listed on the roster but are not attending any section of the course, the department office should file an Absence Report Form with the student's college office (FAC RULE 3335-9-21). Dis-enrollment of an undergraduate student from a class may be requested by the department for any undergraduate student not attending by the third day of the quarter or
the second class meeting, whichever is later, if the student has not notified the instructor. No student may be dis-enrolled from a course until after the first class meeting following the student's registration (FAC RULE 3335-7-33). Contact Bobbie Kirby / kirby_72@fisher.osu.edu or call her at 688-4503 if you have any questions.

Undergraduate Bus Courses with M Sections – “Two Rosters”
Two rosters may have been generated for your undergraduate course/s. One roster for the regular course number and a second roster for another course number with an “M” suffix that meets at the same days, time, and place. These two rosters combined constitute your total student enrollment in the course. The two rosters were produced by a registration system designed to give enhanced priority access for business courses to business students. The “M” sections number permits only business students to enter the class. In the major courses, “M” sections are restricted to majors only. All other students register for the regular call number. For questions about “M” sections, contact Jill O’Neill at 292-2714 or oneill_139@fisher.osu.edu.

Filled Courses/Sections
A wait-list feature is in place on the student scheduling system for courses that become filled through the end of the first week of classes each quarter. Students need to get on the University waitlist for course(s) that are filled. If a seat opens up in the filled course, the computer will automatically schedule the first person from the waitlist, assuming that person has no scheduling conflicts. The waitlist is course driven, not section driven. If there are multiple sections of a course, a student may get the class through the waitlist, but it may not necessarily be in the section they prefer. Some seats in upper level courses are reserved for graduating seniors.

Please do not give written permission to students to enter filled sections or courses until after the first week of each quarter, when waitlist processing ends. Instructors should refer students to the waitlist or to the Undergraduate Programs Office to see an academic advisor through the first week. The waitlist shuts down at 5:00 p.m. on the first Friday of the quarter.

After the first week of classes each quarter, instructors are responsible for signing any written permission slips for students to enter their classes(s) unless otherwise instructed by their department. Please do not give approvals for students who want to “audit” the class if you have a waitlist. For information on target limits for your course(s), please check with your Department Chairperson’s Administrative Assistant or Jill O’Neill, oneill_139@fisher.osu.edu.

Grading & Testing

Some Important Considerations Prior to Posting Grades

Posting of grades will be available from the 15th day of the quarter until 4 weeks past commencement for that quarter. Normal hours of availability are: Monday - Friday, 7am – 1am
Without "activity", the web connection to the server will terminate in about 20 minutes. Activity means that within a 20-minute period you must either edit or submit grades. The process of selecting a grade from the drop-down list box is not considered a server "activity". If a student does not appear on your grade roster as you expected, it may be because the student has not paid fees and thus is not officially enrolled in your class. Please check your online web class roster to verify your paid class enrollments. Unpaid students will only appear on the class roster, not on the grade roster.

For large sections, the application will split the grade roster into groups of 35 students with paging provided. You are not required to enter all the grades at the same time. If for any reason your connection should be lost, completely exit your browser and sign in again. Previously posted grades will be displayed.

To make sure grades are posted properly:

- Please wait until the web page has been completely loaded onto your screen before selecting the next activity. Grades may be posted to only one section at a time.
- Do not open more than one grade posting session at a time as this could result in inaccurate postings.
- Once grades have been submitted, they cannot be altered via the web. To alter a grade, you must submit a Grade Assignment/Change Form (hardcopy) to the Office of the Registrar. Please give the completed form to your Department’s Administrative Assistant.

Once you have finished posting your grade to a section, you may either go to another section by selecting "Grade Posting" or you may close your browser. When you are finished posting all grades, be sure to exit your browser completely so others will not be able to access your roster(s) or other secure information.

- It is very important to get your grades on-line on time. If there are any questions regarding a graduating senior’s final grade or when those grades are due, please contact Terri Hoying, Graduating Seniors advisor at 292-5314 or hoying_1@fisher.osu.edu
- University rules forbid the public posting of grades in which grades can be associated with individuals through use of names or social security numbers. Grades should be given only to the particular student. **Grades should not be given over the phone**

**Step-by-Step Instructions for Posting Grades**

- To post grades, open your web browser and enter the web address: http://buckeyelink.osu.edu/facultystaff.php
  Select "Electronic Grade Posting"
- At the Office of Information Technology “authentication” page, enter your OSU username (yourlastname. #) and password and then click the “Login” button.
To select a grade roster, click on desired criteria for the “Quarter”, “Campus”, and “Department”. “Course” is optional. Then click on a group under “Select Group”. Finally, click on the “Search” button.

You may further refine your search by clicking on the box for “Graduating Students” and/or “Missing Grades” in Step 2. Selecting nothing here will return the full roster. Select one section in Step 3 and click on the “View Section” button.

Now you will see requested information. Grades that have been posted will be visible and you may use the drop-down boxes to post remaining grades.

- Select the appropriate grade for each student from the corresponding drop-down list box using the “Fn/Alt Grade” column.
- To enter a grade of incomplete, mark the "Incomplete" check box and enter an alternate grade from the drop-down list box in the "Fn/Alt Grade" column. Each incomplete grade must be accompanied by a "Fn/Alt Grade".
- To enter an "EN" (Failing, Non-attendance) grade, an EN Week value must also be entered. The EN Week is the week that the student stopped attending your class. Valid values are 0 to 7. The "EN" grade itself is available within the drop-down list of grades, regardless of the grading option.

When you have finished posting grades on this page, select “Pre-edit This Page”. The results will be displayed, indicating how many grades are valid, how many have errors or warnings and how many grades are missing (not entered). At this time, any errors or warnings can be corrected and missing grades entered. If you have made an error on this page and would like to repost this page from the beginning without submitting any of the grades, click on “Clear Grades on This Page”. You will be returned to the original, blank listing and no grades will be recorded.

Next you will see a summary of the count of grades there are in the following categories: Valid, Missing, Errors, Warnings, Posted and Total. Error messages will be displayed for invalid grades to assist in resolving each invalid grade. After fixing errors on this page, you may either continue to post grades and pre-edit additional pages or you can go to the last page of the grade roster to submit your grades. You may get there quickly by using the drop-down menu in the lower right corner of the roster labeled “Go to Page” and selecting the last available page.

On the last page of the grade roster, you will be able to finish posting grades for the final page, “Pre-edit This Page”, “Pre-edit All Pages”, “Clear Grades on This Page”, or “Submit Grades”. Choosing “Submit Grades” will record all the valid grades you have entered. A summary of “Missing”, “Errors”, “Posted”, and “Total” grades will appear.

Click on the “Submit Grades” button found on the last page of the roster. Only at this time will grades actually be recorded in the database. As with the pre-edit step, the results will be displayed. Only valid grades will be recorded in the database. If errors or missing grades still exist, repeat the pre-edit process by re-selecting the "Pre-edit Grades" button and making corrections to invalid grades or entering missing grades. (Note: Once grades have been submitted, they cannot be altered through the web. To alter a grade, you must submit a Grade Assignment/Change Form, in hardcopy format, to your Department’s Administrative Assistant.) You may view grades posted or post missing grade via the web.

If you are finished recording grades, you must exit your browser so no one else will be able to access your rosters. If you would like to post another section of this course, go to the top of this page and click “Course Search Criteria”. If you would like to select a
different course, go to “New Course List” and you will be able to start at the beginning by choosing quarter/year, campus, department, course, and group.

If you have problems with this application send an email to roster comments at rostercomments@exchange.ureg ohio-state.edu or call 614-292-9330. For other system related problems, you should contact your Department Systems Administrator. Your Department AA’s can post your grades if you need help. Bobbie Kirby and Jill O’Neill in the Undergraduate Programs Office can also post grades.

The Mark “EN”

EN= Failing for Non-attendance (never attended/stopped attending)

If a student is listed on your roster and has never attended class since the beginning of the quarter, or indicated they dropped the course, check the “EN” mark and, using the pull-down window, assign the week the student stopped attending. The student’s college of enrollment will verify the correct registration status of the student. Definition - An “EN” mark denotes an “E” for non-attendance. This mark shall be used to indicate that the student was properly registered for the course, but failed to complete the course because of nonattendance. It does not differentiate between the student who never attended or the student who stopped attending at some point during the academic term. (See Faculty Rule 3335-7-21, Marks.)

When assigning this mark, you must also provide some indication of when the student stopped attending (e.g., the week of the academic term when the student last attended the course). This mark is applicable for grading options, “A - E,” ”S/U,” and ”PA/NP.” For grading option ”A – E,” this mark shall be treated as an “E” for the purpose of calculating a student’s point-hour ratio. This mark replaces the “check registration [**]” which is no longer considered a valid grade beyond Summer Quarter 2002. Rationale - Creation and reporting of the “EN” grade and corollary “EN” week information is the solution chosen by the University to avoid the possibility of a multi-million dollar fine being levied against Ohio State by the Federal Government as a result of our not documenting the last recorded date of class attendance. The alternative was to keep daily attendance records. This documentation requirement is mandated by Federal Student Financial Aid Regulations. Recording – When posting an EN grade, you must also post the week the student stopped attending the class. Enter a “zero” if the student never attended your class, a “1” if based on your records/recollection, the student stopped attending the first week of classes, and so forth through week 7. After the 7th week, a student must formally withdraw from a course or the University, thus, the system will not allow you to enter any values beyond “7.” For the student who stops attending after the 7th week, you should consider entering an ”E,” ”U,” or ”NP” as the ”Fn/Alt Grade.”

Incomplete

If an ”I” (Incomplete) is awarded, check the “Incomplete” box and assign the appropriate alternate grade using the drop-down box. An alternate grade must be assigned if an ”I” is awarded. The alternate grade will automatically take effect after the seventh Friday of the following quarter, if the student does not complete the work as required by Faculty Rule 3335-7-21. An ”I” indicates that the student has completed a major portion of the work in the course in a satisfactory manner, but for reasons judged by the instructor to be legitimate, a portion of the
course requirements remains to be completed. The student must complete the work so that the instructor of the course may report the final mark at the earliest possible time, but not later than noon of the sixth Friday of the quarter following that in which the "I" was received.

Audit
If the student registered to audit (option "R") and satisfactorily completed the course requirements, use the drop-down box to assign an “R”. If course requirements were not satisfactorily completed, check the “EN” box and, using the drop-down box, assign the week the student stopped attending. The course will be automatically dropped from the student’s record.

Grade Assignment/Change Form
If a student has been attending class without being officially enrolled (name missing from the roster), secure a Grade Assignment/Change Form, complete the form, adding the student and assigning the final grade, and give it to your Department’s Administrative Assistant. Note: Two signatures are required.

Go to this website for form-
https://www3.ureg.ohiostate.edu/secure/marx/Enrollment/FreqUsedForms.aspx

Verification
A confirmation e-mail will be sent to the individual posting grades within 30 minutes of completion of the grade posting session. If you have any questions regarding grade processing or information contained on your roster, contact the grades area in the Office of the University Registrar (292-9330).

Alteration of Marks
Faculty Rules 3335-7-23 (Grade Changes)
A mark filed in the Office of the University Registrar is a part of the official records of the University. It is subject to change only when a procedural error has been discovered in evaluation or recording of a grade. Action to change a grade must be initiated before the end of the second succeeding quarter. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class. If the instructor agrees that an error in the
mark was made, the mark will be changed upon written authorization of: the instructor of the course; the instructor’s department Chair, if applicable; the Dean of the instructor’s college; and the authorized representative of the Dean or Director of the student’s enrollment unit. If a student believes that a procedural error in grading was made, the student should meet with the instructor. If the instructor does not agree that a procedural error was made, the student may meet with the Department Chair/Director or Department/School Secretary to discuss the grade grievance. The Chair shall respond to the student no later than 30 days after the student has requested a review by the Chairperson/Director.

AU08 Grade Posting Deadlines

November 3                SU08 incomplete grades and/or extensions due.
December 11 (Midnight)   Graduating grades need to be posted for students whose final exam was administered Monday, Tuesday or Wednesday
December 12 (Noon)       Graduating grades need to be posted for students whose final exam was administered Thursday
December 15 (Midnight)   Non-graduating grades need to be posted.
January 4 (Midnight)     Last day grades may be posted electronically.

Note: During "Finals Week" grades must be posted by midnight each night.
December 8-11             AU 08 Final Examinations

http://www.ureq.ohio-state.edu/ourweb/more/Content/facultygrades.html for other quarters

Downloadable Forms

Need a form for any of the following? Change a Grade; Add a Course and Assign a Grade; Report a Missing Grade; Report a Missing Grade of Incomplete; Extend the Incomplete Deadline; Assign a Final Grade for an Incomplete or Progress – go to this website- it requires a login for user authentication:

https://www3.ureg.ohio-state.edu/secure/marx/Enrollment/FreqUsedForms.aspx

Common Exams

Common Midterm and Alternate Final exams may be administered as an exception to the University examination schedule. An announcement must be made to the class during the first week of classes that a common/alternate examination will be given, and when it will be administered. All requests for Common/Midterm and/or Alternate exams must be submitted via e-mail to Jill O’Neill / oneill_139@fisher.osu.edu by the deadline date the Scheduling Office sets each quarter (usually six weeks before classes begin). Office of the University Registrar Final Exam time is based on the first full week of class.
Test Scanning Services

University Test Scanning
The Office of Testing at The Ohio State University offers exam scanning and reporting to all faculty and instructional staff. Our services can help you to take the busy work out of exam grading while improving turnaround time and accuracy.

Exams must be dropped off in person in Room 820 Lincoln Tower. Our year-round office hours are M - F 7:30 am - 5:00 pm, but we offer extended hours during final exam weeks and every week during the quarter. Call 292-2241 (menu option 0) for current office hours. A $10-per-batch processing fee is billed to the academic departments. Once the exams are dropped off, you will receive your scoring reports as email attachments no later than the same time the next business day.

Due to limited storage capacity, Testing may not be able to store exams. By the time you drop off new exams to be scanned, you must have retrieved all previously-scored tests. Upon request, we can also return your scored exams via campus mail.

College Test Scanning
The College has its own scanner for bubble forms. This is an alternative to the service that has in recent history been provided by the Office of Testing. The Fisher College Test Scanning uses the same bubble forms as Testing, so the same forms can be used for either service.

The scanner is located in Mason Hall Suite 320 (Computing Services office). Tests can be dropped off during regular office hours (7:30-4:30 Monday through Friday summer quarter, 8-5 other quarters).

Scan jobs may be submitted to Computing Services, who will then run the jobs and email the designated contact that the results and scanned forms are available for pick-up. Test results are guaranteed to be turned around within 24 hours. Data results are provided on a CD in a password protected Excel format. Results must be picked up by the instructor or someone from a list provided to Computing Services by each academic department. Recipient should provide ID and have a receipt to obtain results.

For questions regarding test scanning, contact Rachel Lavender / lavender_35@fisher.osu.edu, (688-5766) or Carol Sharp / sharp_92@fisher.osu.edu, (688-3965).
Student Evaluation of Instruction (SEI)

The University has an evaluation form that College policy makes mandatory for all course instruction each quarter. The Registrar’s Office of Testing generates the SEI forms around the eighth week of each quarter for all instructors, graduate and undergraduate. The forms are sent to the Undergraduate Programs Office for packaging and distribution to the academic departments.

Instructors select a responsible student to administer the SEIs. This student collects the completed SEIs and comment sheets, places them in their proper envelopes, seals the envelopes with the attached labels, signs the labels and then returns the sealed envelopes to the instructor. The instructor signs the labels and turns in the envelopes to the appropriate office or can designate a student to do this. Graduate course SEIs should be turned in to the Graduate Programs Office, 100 Gerlach Hall or to the drop box. Undergraduate course SEIs should be turned in to the drop box just outside of the Undergraduate Programs Office in 120 Schoenbaum Hall or to the student services desk inside. Comment sheets and SEI forms should be turned in together. Comment sheets are held in the Undergraduate Programs Office until grades are posted. Comment sheets will be delivered to the departments for distribution rather than via the mailroom boxes. Copies of SEI summary reports are distributed to the respective Department Chairs and instructors at a later date.

For questions or additional information contact:
Bobbie Kirby
Schoenbaum 120Q
(614) 688-4503 / kirby_72@fisher.osu.edu

If you believe your SEI summary report contains errors, or if you have general questions about SEI policies or administration, please phone 292-2241, or email seiadmin@osu.edu.
Academic Misconduct & Student Rights

Committee on Academic Misconduct

1.0 Academic Misconduct (3335-31-02). Academic misconduct is defined as any activity which tends to compromise the academic integrity of the institution, or subvert the educational process. Examples of academic misconduct include, but are not limited to:

A. violation of course rules as contained in the course syllabus or other information provided the student; violation of program regulations as established by departmental committees
B. providing or receiving information during quizzes and examinations such as course examinations and general examinations; or providing or using unauthorized assistance in the laboratory, at the computer terminal, or on field work;
C. submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's works or ideas as one's own; it includes the unacknowledged word for word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
D. falsification, fabrication, or dishonesty in reporting research results;
E. serving as, or enlisting the assistance of, a "ringer" or substitute for a student in the taking of examinations;
F. alteration of grades or marks by the student in an effort to change the earned grade or credit; and
G. alteration of University forms used to drop or add courses to a program, or unauthorized use of those forms

It is very important that instructors exercise sensitivity in bringing forward suspected cases of academic misconduct. The consequences for a student accused of academic misconduct – regardless of the outcome of the eventual hearing – is unsettling for most and devastating for some, particularly those who believe themselves to be innocent or are unaware that certain types of behavior are indeed academic misconduct. It is imperative that each member of the instructional staff educates students regarding conduct that constitutes academic misconduct, and the penalties for such behavior. In addition, it is also important that when such behavior is suspected, you be clear in informing the student of your suspicion and be as confident as possible that such behavior has occurred.

3.0 Obligation to Report Suspected Cases of Academic Misconduct (see 3335-31-02). All cases of suspected misconduct shall be reported to the Committee. The Committee also shall investigate cases of lax or irregular examination methods and report findings to the Senior Vice President and Provost.

Students have the obligation to report irregular or lax examination methods. The Committee may impose any Code sanction.

4.0 Suspected Academic Misconduct
4.1 Whenever academic misconduct by a student is suspected, the instructor should make 
every effort to inform the student of the allegation. The presence of a colleague with the 
instructor at any subsequent meeting with the student is recommended.

4.2 The instructor shall prepare a typed written report on department letterhead on the alleged 
academic misconduct. The report should be as complete as possible, and should have all 
relevant evidence attached. The report should identify the student’s social security number 
and the call number of the course in which the alleged misconduct occurred. Whenever 
possible, original documents, such as the alleged plagiarized material, should also be 
provided with passages that are alleged to be plagiarized. Paper, tests, computer print-outs, 
etc., should be submitted and sources of plagiarism clearly marked. A copy of the course 
syllabus should be included. The instructor of record for the course, if different than the 
person observing the alleged misconduct, must provide a letter acknowledging that charges 
are being brought forward. The Coordinator may request additional information from the 
instructor to clarify the charges.

4.3 Students suspected of academic misconduct, whether acknowledging involvement or not, 
should be allowed to continue in the course without prejudice pending action by the 
Committee. If the course ends before the Committee has acted, the instructor should assign 
the student the grade of Incomplete in accord with Rule 3335-7-21. The alternative grade 
for the Incomplete should be that which will be given if the student is not found in violation 
of the Code of Student Conduct.

4.4 The report prepared by the instructor will be reviewed by the Chairperson of the academic 
unit and transmitted within three working days to the Coordinator of the Committee, Office 
of Academic Affairs, Committee on Academic Misconduct, Room 107, 33 W 11th Ave. If 
possible, the report should be hand-carried and marked "Confidential."

4.5 The Coordinator, on behalf of the Committee, will notify the accused student of the charge 
of academic misconduct and, whenever possible, will provide the student with a copy of all 
materials that have been received regarding the case.

University student code of conduct: [http://studentaffairs.osu.edu/resourceguide.asp](http://studentaffairs.osu.edu/resourceguide.asp)

**Maintaining Confidentiality in Cases of Alleged Academic Misconduct**

The University and the College stress the need to maintain confidentiality in cases of alleged 
academic misconduct. The instructor should confine his or her remarks exclusively to those 
individuals who must be informed. Talking about an alleged act of misconduct to anyone not 
directly involved in the case is not only unfair to the student, but it also violates the Family 
Educational Rights and Privacy Act (FERPA) of 1974 which maintains that the privacy of the 
student must be maintained.
All instructors need to familiarize themselves with the process, the procedures, and the limitations dealing with academic misconduct. See your Chair/Director for more detailed instructions or refer to the Coordinator of the Academic Misconduct Committee (2-7262).

FERPA

Family Educational Rights and Privacy Act (FERPA) FERPA governs release of records maintained by an educational institution and access to those records. For detailed information regarding the privacy and release of Student Record Information, please refer to the Web:

http://www.ureg.ohio-state.edu/ourweb/more/Content/FERPA_Tutorial/main.htm

Documents which contain student information that is protected by FERPA, especially Social Security Numbers and grades, must be shredded, not recycled or thrown away.

Additional resources are available to faculty as part of the University’s ongoing effort to remove social security numbers as the main identifier for students.

http://buckeyesecure.osu.edu/

Retention of Materials to Meet Course Requirements

Faculty Rule (3335-7-231)

Materials submitted by a student to satisfy course requirements shall be returned to the student or made available for the student’s inspection after they have been marked or otherwise evaluated, before the end of the quarter in which the work is performed or, for final projects and final examinations, by the fourteenth day of instruction of the following quarter. Materials of this kind which have not been returned to the student shall be retained by the Academic Department or the individual instructor until the last day on which a grade change may be initiated as provided for in paragraph (A) of rule 3335-7-23 of the Administrative Code (two quarters beyond the quarter in which the course was taken). An exception to this rule may be made in the case of materials that are impracticable to store if the need for such exception is clearly communicated in writing and distributed to the students at the beginning of the course.

Sexual Harassment Policy

The University administration, faculty, staff, and students are responsible for assuring that the University maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the University’s mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The University community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, and students to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs.
Contact the Office of Human Resources Consulting Services by e-mail at sexualharassment@osu.edu or call (614) 292-2800 for more information or questions.
Facilities

Fisher College Buildings
Fisher Hall
2100 Neil Avenue Columbus, Ohio 43210-1144
University Building #249

Gerlach Hall
2108 Neil Avenue Columbus, Ohio 43210-1144
University Building #250

Mason Hall
250 W. Woodruff Avenue Columbus, Ohio 43210-1133
University Building #252

Pfahl Hall
280 W. Woodruff Avenue Columbus, Ohio 43210-1133
University Building #253

Schoenbaum Hall
210 W. Woodruff Avenue Columbus, Ohio 43210-1133
University Building #251

Online Maps
The Ohio State University
http://www.osu.edu/map/

Fisher College of Business
http://fisher.osu.edu/about/maps-and-directions

Room Scheduling Services
Please email your requests to the classroom schedulers as their e-mail responses serve as your confirmation. Your request must include your name, address and phone number as you assume responsibility for the proper use of the equipment in the room and for the condition of the room upon exiting. Please indicate the purpose for the use of the room/s and the size space needed. Faculty, staff and graduate students of the Fisher College of Business may request use of the rooms and use of the computing equipment available in the rooms.

Please contact Jill O’Neill, oneill_139@fisher.osu.edu to request classroom space for an extra class session, breakout sessions, makeup exams, experiments or other course related activities in Schoenbaum Hall or outside of the Fisher College campus. Please contact Jen Mercer,
mercer_100@fisher.osu.edu for Gerlach Hall space. A minimum of four to five days is requested for confirmation. Schoenbaum Hall and Gerlach Hall are closed on weekends. To view classroom activities in Schoenbaum Hall or other University classroom pool rooms (not Gerlach) go to the Room Schedule Webviewer at:

http://www.ureg.ohio-state.edu/ourweb/scheduling/

- All space inquires for non-course related activities in all buildings should be submitted in writing to Steve Moore, Assistant Director, Facilities Management at moore_324@fisher.osu.edu

- Rooms need to be left clean and orderly; any food or trash should be disposed of in the trash containers outside of the classroom. If a space/room is used and not cleaned up, or if damage is done because of food use, you will be charged to have the room cleaned. No food is permitted in Schoenbaum Hall classrooms- except in 209 and 319.

Classroom Technologies and Distance Learning Operations

1. In case the need for help arises when in a Fisher classroom, please call 292-3624 for immediate assistance.
2. For training on Fisher classroom systems, please arrange an appointment by calling 292-3624.
3. There are two AV crash carts available for conference room or breakout room activities within the Complex. Please call 292-3624 to reserve. They are reserved on a first come/first serve basis.

The University has a phone number that instructors may call for classroom assistance. This is especially helpful for instructors teaching evening classes. The 4-help (4-4357) number (which may only be dialed from a campus phone) may be used for problems with classroom audio/visual, mechanical, or scheduling. Dial 292-3131 if you are off campus and need the help lines assistance. If you have problems or concerns with lights, chalk, erasers, blinds, ventilation, heat, 16mm, 35mm, video, sound systems, overhead projectors, furniture, furnishings, projection screens, windows, locked doors, trash, etc. in a Schoenbaum Hall classroom, please contact Central Scheduling at 292-7199 as they oversee this classroom building.

Building Concerns

Building related problems should be reported to Steve Moore. His direct phone number is 688-5587. Steve should be contacted immediately in emergency situations. In an emergency, if Steve is away from his desk and you get voice mail, please try to dial Alan James at 292-4418. In the unlikely event that you get no answer at either of these numbers, the University Service Desk should be called directly at 292-6158. Non-emergency situations should be reported to Steve, moore_324@fisher.osu.edu to provide a written record. He will do a write-up of every report for tracking purposes and follow-up. A good description of the problem makes it easier to report accurately and to verify later that it was resolved. By providing a written report, you insure that everything you see as a problem is identified, and it is not left to interpretation.
Please include the nature of the problem, the room number, and any other specific details you can provide. Reports that are incomplete make them difficult to report to the service desk. Since the Service Desk requires some basic information before it takes a report, this requires the Fiscal Office staff to have to go the building, locate the problem and gather the required information. If light bulbs are out, we need to know the type of light, (florescent or incandescent) and the number that need to be replaced. For restroom problems, specify the location and give a detailed description of the situation. If a problem in the hallway is being reported, identify the nearest room number to the problem. Smokers may only smoke in designated areas outside each building, and are required to dispose of cigarette butts in the ashtrays provided.

Keeping Our Facilities Clean

We share a common interest in seeing that our facilities remain clean, uncluttered, and properly maintained. Accomplishing this takes the concerted effort of all of us. One area of concern is the mass of posters, flyers, and announcements that get posted everywhere to convey information to the FCOB community. Tack boards have been installed outside all faculty offices. Faculty members control what is and is not on placed on their tack boards. All material on these tack boards should meet standards of decency and good taste. Grades should not be posted on these boards. Faculty teaching large sections with TAs should have their TAs hold office hours somewhere other than in the faculty member’s office. Most TAs have offices of their own. Where this is not the case, departments should explore other options.

The student lounge areas in Gerlach and Schoenbaum Halls or wall areas immediately outside these lounges are appropriate places for bulletin boards. Bulletin board space is available on the main floor of Gerlach Hall, in the entrance way by the courtyard. Program administrators are asked to identify appropriate bulletin board space and make it known to student groups and others. Programs and student clubs should monitor and regularly update the material on these boards. Postings are not permitted in classrooms. Faculty and staff are empowered to remove postings that are not on proper bulletin boards.

The Ohio State University Non-Smoking Policy

The University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well being of its faculty, staff, students, and visitors. To meet this commitment, no smoking is permitted in any University buildings or within 25 feet of doors and windows. You can check the OSU Operating Manual for specific details. Consistent with the spirit and intent of this policy, should irreconcilable conflicts arise between individuals who choose to smoke and those who do not, the rights of the nonsmokers will prevail. Smoking is permitted only in designated areas within the Fisher campus.

Building Access

Faculty and staff are issued BuckID cards through the ID Center in Lincoln Tower that allow for after-hours access through the keycard swipe system. New faculty should submit their BuckID
numbers to their department assistant for processing once they have obtained them. Access is granted based upon work assignment. All faculty and staff have access to Fisher and Gerlach Halls, but only staff with office space in Schoenbaum and Mason Halls are granted after-hours access to those buildings. New faculty and staff obtain their office/mailbox keys through their Departmental Administrative Assistant as well. Building hours are posted at the end of each quarter and break, and vary throughout the year. Any access issues should be directed to Steve Moore at 688-5587 or moore_324@fisher.osu.edu.

Mail in Fisher Hall

Departments and faculty with offices in Fisher Hall will be assigned mailboxes in the Fisher Hall mailroom. Mailbox assignments will be rearranged as required to respond to new hires and resignations. Mailboxes will have locks that can be operated by keys assigned for regular and staff offices.

Mailroom staff will deliver departmental U.S. and campus mail received in the Fisher Hall mailroom to departmental mailrooms throughout the complex. Fed Ex and UPS deliveries received in the Fisher Hall mailroom will also be signed for and delivered to departmental offices. Faculty and staff within Fisher Hall with individually assigned mailboxes will be responsible for picking up their own mail. Mail is picked up and delivered once daily, each afternoon. No personal packages are to be sent to the Fisher Hall mailroom – only mail relating to Fisher College business should be routed to the complex. Everyone should use their actual building location in the complex as their mailing address, not Fisher Hall. All mail for the complex, other than Library mail, will come to the Fisher Hall mailroom for distribution. Not putting your actual location makes it more difficult for the students to deliver mail to the correct location. For ease of mail sorting, a complete address would include you name, department, room number, and then the building address. Please contact the Fiscal Office at 292-5031 if you have questions concerning your mail.

Emergency Evacuation Procedures & Public Safety

Emergencies may arise any time requiring immediate evacuation of the building. Similarly, the need for emergency response to fire, public safety and health emergencies may occur without warning. Instructors are responsible for initiating emergency response actions whenever the need is perceived and for the prompt, safe evacuation of their students when that action is indicated. Calling 911 from any OSU telephone will initiate the proper response force for the emergency.

Fire Alarms

When fire alarms ring, 911 must be notified since most campus buildings do not have automatic notification systems. Remember: no 911 - no fire department!

All fire alarms must be considered "real" and must be reacted to as such. Classroom instructors are required to dismiss their classes upon the sounding of an alarm and are expected to lead their students clear of the building by follow the nearest stairs to the nearest exits. *The building should not be re-entered unless indicated safe by fire officials or university police at the scene.
If you have someone in your area that has mobility problems (uses a wheel chair or crutches, etc); instructors are expected to insure they know how to react to an evacuation alarm. In most situations, persons with mobility or visual disabilities should be instructed to seek refuge in stairwells inside the fire doors. Emergency response personnel must be notified of the location of these individuals. This notification is the responsibility of the instructor. Under no circumstances will elevators be used, except by qualified personnel to evacuate anyone, even someone who cannot negotiate stairs unassisted. **Elevators should not be used to evacuate anyone, because they are traps in a fire or tornado emergency.**

**Tornado Warning & Safety**

 Identified by the sounding of the emergency sirens for three minutes followed by seven minutes of silence, a tornado warning suggests a tornado has been sighted by ground observation or has appeared on radar within Franklin County. All university personnel are expected to promptly respond to the sounding of the sirens and to take the following precautions:

Classroom instructors are expected to interrupt class activity and advise students to evacuate the building. Persons with disabilities may need assistance. Moving persons in wheelchairs, down a stairway, is not recommended. Elevators should not be used to move disabled persons during a tornado warning, as the potential for electrical malfunction is considered too high to warrant the risk. One individual should remain with the disabled person, if this can be done without unreasonable personal risk. Others should evacuate the building and advise of the location of the persons remaining in the building so that the evacuation may be used to move persons with disabilities.

In most university buildings the safest area is the basement. If a basement is not available, occupants should move to the central portion of the building on the lowest floor possible, away from outside walls and glass. Large, unsupported roof structures, as typically found in auditoriums and gymnasiums, should be avoided. Personnel should anticipate the tornado warning will extend for a significant time, perhaps thirty (30) minutes or longer. A battery-operated radio tuned to any local AM or FM station will provide current weather information. Personnel should not leave shelter until a period of at least ten (10) minutes has elapsed without the sounding of the alert sirens, or the local news media announce an “all clear.” Please contact the Office of Environmental Health and Safety here at The Ohio State University for more information (614) 292-1284.

http://www.ehs.ohio-state.edu/
# Important Dates for Autumn 2008

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 24</td>
<td>First day of classes for Autumn Qtr 2008</td>
</tr>
<tr>
<td>September 26 (midnight)</td>
<td>Last day to add an Autumn Qtr course without instructor’s written permission. (Advisor signature required for graduate students after this date)</td>
</tr>
<tr>
<td>October 8</td>
<td>Deadline for Autumn Qtr students to withdraw from or enroll in and pay for Student Health Insurance.</td>
</tr>
<tr>
<td>October 10</td>
<td>Last day to add an Autumn Qtr course without written permission of instructor and dept. chair.</td>
</tr>
<tr>
<td>October 10</td>
<td>3rd Friday Last day to register for Audit option for Autumn Qtr Last day to register for Pass/Non-Pass for Autumn Qtr (undergraduates only). Last day to add an Autumn Qtr course without petitioning (Third Week Rule). Last day to drop an Autumn Qtr course without a “W” on your record. Last day to drop an Autumn Qtr course without permission.</td>
</tr>
<tr>
<td>November 7</td>
<td>7th Friday Last day to drop a course/ withdraw from Autumn Qtr without petitioning.</td>
</tr>
<tr>
<td>November 11</td>
<td>Veterans' Day observed--no classes, offices closed.</td>
</tr>
<tr>
<td>November 27</td>
<td>Thanksgiving Day -- no classes, offices closed.</td>
</tr>
<tr>
<td>November 28</td>
<td>Columbus Day observed -- no classes, offices closed.</td>
</tr>
<tr>
<td>December 5</td>
<td>Last day of regularly scheduled classes.</td>
</tr>
<tr>
<td>December 8-11</td>
<td>Mon-Thu Final Examinations.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>December 14</td>
<td>Autumn Commencement (Sunday)</td>
</tr>
<tr>
<td>December 16</td>
<td>Begin e-mail notification of Autumn Qtr grades to non-graduating students.</td>
</tr>
<tr>
<td>December 25</td>
<td>Christmas Day -- offices closed.</td>
</tr>
<tr>
<td>December 26</td>
<td>President’s Day observed -- offices closed.</td>
</tr>
</tbody>
</table>

For additional quarters:  
http://www.ureg.ohio-state.edu/ourweb/more/