



SUBJECT:	Student Affairs			
POLICY:	300.3 Instructor and Staff Academic and Conduct Standards			
PROCEDURE:	300.3.1 Instructor and Staff Conduct Violation Reporting			
EFFECTIVE:	March 2012	REVISED:	September 2024	REVIEWED:

Introduction and Purpose

Every member of the Great Falls College MSU community should feel safe and respected. This policy establishes the expectations of Great Falls College instructors and staff to ensure a quality learning experience for all.

Policy

Instructors and staff must adhere to the following standards as applicable:

A. Provide a course syllabus, course calendar, and/or program handbook that include the following:

1. A description of the general content of a course or academic program with reasonable accuracy and as presented in the college catalog -- instructors must use the college's syllabus template and ensure every student has access to the syllabus by including it in the course shell in the Learning Management System by the first day of classes in a term.
2. The specific grading policies for the class -- grading is the prerogative and responsibility of the instructor. Instructors are responsible for grading coursework in a timely manner, providing feedback, and assigning the final course grade. The assigned grade must reflect the student's performance in the course commensurate with its content and objectives. If a student questions a grade, the instructor is responsible for discussing the matter with the student. If the instructor cannot satisfactorily resolve the matter, the student must be advised of the student academic decision appeal process.

B. Provide guidelines for course expectations

1. Course and program behavior- instructors may establish reasonable rules for course and program behavior and must articulate such rules as part of the course and program materials provided to the students. In the absence of any such written expectations, the expectations outlined in Policy 300.1 Student Conduct Code shall apply.
2. Collaboration among students - instructors are encouraged to provide collaborative learning opportunities but must state in writing the limits of assistance permitted between and among students in a course assignment, assessment, or academic evaluation.
3. Use of artificial intelligence – instructors should include in their course materials the parameters of acceptable use of generative artificial intelligence in students' completion of assignments and provide instructions for acknowledging or citing such use, as well as the penalties for any unauthorized use.
4. Participation - instructors may establish additional rules for items such as participation, late work, and make-up exams and must articulate these clearly in writing.

C. Meet instructional requirements

Instructors must hold class in accordance with the modality, days, and times published in the class schedule; be prompt for their scheduled classes; be available for appointments with students; be well prepared for classes; provide quality instruction designed to meet the outcomes of the course and program/college; provide constructive feedback; assess student learning outcomes; and be fair and prompt in grading class assignments and tests.

D. Be responsive to students

Instructors and staff are required to make time available to meet with students. Staff must be available during their posted hours. Instructors must have regularly scheduled office hours convenient to both students and the instructor with the opportunity provided for prearranged appointments when the office hours conflict with student availability, an instructor teaches online, or the instructor is an adjunct (part-time) instructor. Instructors and staff may conduct such appointments via phone or live chat. For instructors, in-person options must be available for courses taught on campus. Available office hours and a process for making appointments must be communicated to students. Instructors should also state their response time to student communication, such as emails and phone calls, in the course syllabus and adhere to those times.

E. Participate in class regularly

Instructors must teach their classes in the modality and at the scheduled days and times stated in the class schedule. In case of illness or emergency, the department should be notified and arrangements made to have another instructor teach the class, provide an alternate learning experience, or promptly notify students of cancellation. Classes may not be canceled for the convenience of the instructor. When an instructor knows in advance that a class day will be missed, arrangements must be made to have the work of the class continue with a substitute or through an alternate learning activity. Class meeting times should not be shortened. Instructors teaching online or distance courses must show regular and substantive interaction (RSI) with students.

F. Assess students equitably

Factors such as race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation must not be considered in matters of academic evaluation, academic assignments, or course procedures.

G. Protect students' personal information

If an instructor or staff learns personal information about a student (religious and political views, sexual orientation, etc.), the individual must not share such information with other students, faculty, or staff. Additionally, all college employees- including faculty, instructors, and staff- must abide by the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act affords students certain rights with respect to their education records. See [Policy 302.3 Family Educational Rights and Privacy Act \(FERPA\)](#).

300.31 Student Complaint Against an Instructor or Staff Member

Students who wish to file a complaint against an instructor's or staff's conduct should first attempt to resolve the situation directly with the person. If students are unable to resolve the issue with an instructor or staff, students have the right to file an Instructor/Staff Complaint form. For the process of filing a student complaint against an instructor or staff, see procedure 300.31.1.

Reference

Great Falls College [Policy 302.3 Family Educational Rights and Privacy Act \(FERPA\)](#)

Related Manuals or Forms

Instructor/Staff Complaint form