

7-2003

3.0 Academic Policies and Services

Saint Mary's College of California

Follow this and additional works at: <http://digitalcommons.stmarys-ca.edu/faculty-handbook>

Recommended Citation

Saint Mary's College of California (2003) "3.0 Academic Policies and Services," *Faculty Handbook*: Vol. 2003 , Article 6.
Available at: <http://digitalcommons.stmarys-ca.edu/faculty-handbook/vol2003/iss1/6>

This Main Text is brought to you for free and open access by the SMC Handbooks at Saint Mary's Digital Commons. It has been accepted for inclusion in Faculty Handbook by an authorized editor of Saint Mary's Digital Commons. For more information, please contact digitalcommons@stmarys-ca.edu.

3. ACADEMIC POLICIES AND SERVICES

3.1 CLASSROOM POLICIES

3.1.1 ACADEMIC HONESTY POLICY, VIOLATIONS, PROCEDURES, AND PENALTIES

3.1.1.1 Academic Honesty

Saint Mary's College expects every member of its academic community to promote and abide by ethical standards, both in conduct and exercise of responsibility toward other members of the community. Absolute honesty must be adhered to at all times if the integrity of scholarship and the reputation of the College are to be maintained. Academic dishonesty is a serious offense at the College because it undermines the bonds of trust and honesty between members of the community and defrauds those who may eventually depend upon the community's integrity and knowledge.

Any work that a student undertakes as part of progress toward a degree or certification must be the student's own, unless the relevant instructor specifies otherwise. That work may include examinations, whether oral or written, oral presentations, homework, laboratory exercises, papers, reports, and other written assignments. Whenever possible, an instructor should specify the rules that students are to follow in completing these assignments. In written work other than examinations, a student must clearly indicate the sources of information, ideas, opinions, and quotations that are not his or her own.

Academic dishonesty as identified below is clearly distinguished from the free discussion and interchange of ideas among students and faculty, one of the most important benefits of academic life. The College encourages such discussions and interchanges in every possible way.

The following definitions of academic dishonesty and resultant penalties are published in both the *Student Handbook* and the *Faculty Handbook*. All students are presumed to be and are held responsible for being acquainted with these regulations.

3.1.1.2 Academic Dishonesty

Any activity, which represents falsely one's own academic performance or interferes with that of another, is academic dishonesty. The most common forms of academic dishonesty are cheating and plagiarism. To cheat is to use or to attempt to use intentionally deception or dishonesty in the completion of any type of academic endeavor or exercise (for example, homework, quiz, examination, written assignments).

To plagiarize is to intentionally or knowingly represent as one's own work another person's ideas, data, or language in any academic endeavor or exercise without specific and proper acknowledgment. Thus, in order to avoid plagiarism one must always specifically acknowledge one's indebtedness to the words, ideas or data of another, whether these are quoted, paraphrased, summarized or otherwise borrowed.

The forms of academic dishonesty discussed above include, but are not restricted to:

1. **Use or performance of another person's work:** Intentionally submitting or attempting to submit a paper that someone else has authored, either in part or whole, or

submitting or attempting to submit a paper which owes any part of its substance to unacknowledged assistance from another; creating all or part of a paper or other assignment for another person.

2. **Misconduct during an examination:** Copying or attempting to copy from another student's paper, consulting unauthorized materials, giving information to another student, or colluding or attempting to collude with one or more students during an examination.
3. **Prior possession of an examination:** Acquiring or possessing or attempting to acquire or to possess an examination before it is given, unless the instructor grants permission.
4. **Submission of false data:** Submitting or attempting to submit contrived or altered data, quotations, or documentation with an intent to mislead, or deliberately attributing material to a source other than that from which a student obtained it.
5. **Submission of work previously used:** Submitting or attempting to submit, without an instructor's prior permission, any academic work that a student has already submitted in the same or similar form as part of an academic requirement at this College or at any other institution.
6. **Falsification of transcripts, grades, or other official records:** Falsifying, tampering with, or misrepresenting or attempting to falsify, tamper with, or misrepresent, one's own transcript or other official administrative document, or that of another student or any material relevant to a student's academic performance, including reporting false information about internship, clinical or practical experiences of the student.
7. **Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another to violate any provision of this policy.

3.1.1.3 Procedures

3.1.1.3.1 Charge of Academic Dishonesty Initiated by Instructor

1. If an instructor suspects a student of engaging in an act of academic dishonesty, the instructor should promptly seek to discuss the alleged offense with the student before reporting it to other members of the academic community. If after this discussion it is resolved that no violation of academic honesty occurred, the issue is resolved. However, if during this discussion the student acknowledges a violation of academic honesty occurred, the instructor notifies the department chairperson and follows the procedures outlined below in 3.1.1.3.(3), and the appropriate penalty is assessed.
2. If the student denies that a violation of academic honesty occurred but the instructor is unconvinced, the instructor consults the chairperson of the department (in cases where the instructor is the chairperson, he/she consults with a senior colleague in the department). In cases where the instructor and the chairperson disagree, they may consult colleagues in order to clarify the suspected act of academic dishonesty, but every effort should be made to protect the student's privacy. If, at this point, the chairperson does not find that an act of academic dishonesty has occurred, the matter will not be pursued further.

3. If the instructor and the chairperson agree that an act of academic dishonesty has occurred, the instructor will report the offense to the Dean of the student's School, who shall inform the Registrar. The Registrar will then record on the student's permanent record the information that the student has been so charged and will inform the student's faculty advisor.
4. The Dean of the student's School will call the student within seven (7) calendar days to schedule a conference to explain the seriousness of the offense, the penalties and the procedures for appeal. The student will be required to acknowledge in writing that this information is understood. Such an acknowledgement is not to be construed as an admission of guilt.
5. The student may, within seven calendar days of the conference with the Dean, file a written appeal to the Committee on Academic Appeals through the Office of the Dean for Academic Development. The Dean for Academic Development will convene the Committee on Academic Appeals after determining that the foregoing procedures have been followed.
6. If no appeal has been filed by the student with the Dean for Academic Development within seven (7) calendar days after the conference with the Dean of the School, the charge of academic dishonesty becomes final and appropriate penalties are applied (see section 3.1.1.4, Penalties).
7. If an appeal has been filed with the Dean for Academic Development within seven calendar days after the conference with the Dean of the School, the Dean for Academic Development will convene the Committee on Academic Appeals to hear the appeal. If the decision is against the student, the appropriate penalties are applied (see section 3.1.1.4). The student, instructor, appropriate department chairperson, Registrar, and Dean of the student's School are notified in writing of the Committee's decision, either in favor of or against the student. If the decision is in favor of the student, the charge of academic dishonesty is deleted from the student's permanent academic record. The Committee's decision is final.

3.1.1.3.2

Charge of Academic Dishonesty Initiated by Registrar

1. If the Registrar suspects a student of engaging in an act of academic dishonesty, the Registrar should promptly seek to discuss the alleged offense with the student before reporting it to other members of the academic community. If after this discussion it is resolved that no violation of academic honesty occurred, the issue is resolved. However, if during the discussion the student acknowledges a violation of academic honesty occurred, the Registrar notifies the Dean of the student's School and follows the procedures outlined below in (3) and the appropriate penalty is assessed.
2. If the student denies that a violation of academic honesty occurred but the Registrar is unconvinced, the Registrar consults the Dean of the student's School. If at this point the Dean does not find that an act of academic dishonesty has occurred, the matter will not be pursued further.
3. If the Dean of the student's School and the Registrar agree that an act of academic dishonesty has occurred, the Registrar will then record on the student's permanent academic record the information that the student has been so charged and will inform the student's faculty advisor.

4. The Dean of the student's School will call the student within seven (7) calendar days to schedule a conference to explain the seriousness of the offense, the penalties and the procedures for appeal. The student will be required to acknowledge in writing that this information is understood. Such an acknowledgement is not to be construed as an admission of guilt.
5. The student may, within seven (7) calendar days of the conference with the Dean, file a written appeal to the Committee on Academic Appeals through the Office of the Dean for Academic Development. The Dean for Academic Development will convene the Committee on Academic Appeals after determining that the foregoing procedures have been followed.
6. If the appeal fails or if after seven (7) calendar days from the date of the conference with the Dean of the School no appeal has been filed, the decision will become final and the following penalties will be applied.
7. If an appeal has been filed with the Dean for Academic Development within seven (7) calendar days after the conference with the Dean of the School, the Dean for Academic Development will convene the Committee on Academic Appeals to hear the appeal. If the decision is against the student, the appropriate penalties are applied (see section 3.1.1.4). The student, instructor, appropriate department chairperson, Registrar, and Dean of the student's School and faculty advisor are notified in writing of the Committee's decision. If the decision is in favor of the student, the charge of academic dishonesty is deleted from the student's permanent academic record. The Committee's decision is final.

3.1.1.4

Penalties

1. The penalty for the first offense under 3.1.1.2 (1) through (5), above, shall be total loss of credit for the assignment or examination in question.
2. The penalty for the second offense under 3.1.1.2 (1) through (5), above, shall be failure in the course in question and dismissal from the College by the Dean of the student's School. In a case where an appeal is pending at the time of graduation, the diploma shall be withheld until the case is resolved.
3. The penalty for an offense under 3.1.1.2(6) or 3.1.1.2 (7) above, given the nature of the cases that could be included within these categories, will be determined through the individual review of each case by the Dean of the student's School and the Registrar. The penalty for a first offense could include dismissal from the College.
4. A student who has been dismissed from the College for academic dishonesty may not petition the Dean of his or her School for readmission before the end of the next long term.
5. Within ten (10) calendar days after receiving notice of dismissal from the College, only a student who alleges extraordinary or extenuating circumstances in connection with the dismissal may seek a review by the Academic Vice President. If the Academic Vice President, or his/her designee, in his/her sole discretion, determines that the allegations of the student constitute extraordinary or extenuating circumstances, he/she will review the entire case leading to dismissal and decide whether the allegations of such

circumstances are sufficient to overturn the penalty of dismissal. The Academic Vice President or his/her designee will render a decision within twenty (20) calendar days and communicate that decision in writing to the student within this twenty (20) day period.

Note: Disciplinary action taken under this procedure is independent of the awarding of grades (an academic matter), and provisions of this procedure cannot be used for changing awarded grades.

3.1.2 DEFINITION OF LETTER GRADES

The College defines letter grades as follows: A, excellent; B, very good; C, satisfactory; D, barely passing; F, failing. The average grade should be in the C range (1.5 to 2.5) and, while it is recognized that there may be significant variations in student ability and performance from class to class, department chairpersons should discuss grading practices with faculty who have a consistent pattern of deviation from the C range.

3.1.3 FINAL EXAMINATIONS AND PAPERS

Final examination week is part of the 15-week academic term. Faculty may not require of students the completion of final examinations, final papers or projects in lieu of examinations, at any time through the last day of regularly scheduled classes, i.e., no such final requirements (exams, papers or projects) may be imposed before the end of the last regular class meeting of the term. During final exam week, students may not be required to submit final papers, projects, or take-home exams before the time at which the class's final exam would have been given according to the posted schedule, nor should these materials be submitted after that scheduled time has passed. Faculty who do not conduct final exams are expected to use the scheduled time for a final class meeting. Department chairpersons have the responsibility to see that the above policy is maintained. Copies of final examination questions should be given to the chairperson for departmental files. Final examination papers or term papers given in lieu of final examinations may be returned to the student or should be kept on file by the instructor for at least one year. Both final examinations and term papers are the property of the College.

3.1.4 MEETING CLASSES

Faculty are expected to meet their classes as scheduled or to notify the Dean of the School and their department chairperson in case of sickness or other reasons for absence. It is the responsibility of the faculty to work with the chair in ensuring that their classes are covered by colleagues if they are absent one or more consecutive class periods. In the case of multiple absences, the chair will inform the Dean of the School.

3.1.5 ORDER IN THE CLASSROOM

It is the faculty member's responsibility to create and maintain in his/her classroom an atmosphere conducive to serious academic pursuits. Hence, he/she may establish non-discriminatory norms for classes that further these goals. The Vice President for Student Affairs should be consulted in cases of serious disciplinary problems in student conduct.

3.1.6 CLASS ATTENDANCE (STUDENTS)

Regular class attendance is an important obligation and an essential condition for successful academic progress. Absences may seriously jeopardize the satisfactory completion of a

course. Excessive absence can be a cause for dismissal from the College. Faculty are responsible for establishing and communicating the attendance policy for a given course. Students are responsible for all assignments in each of their courses, whether or not the assignments were announced during an absence. Penalties for absences depend upon the nature and the amount of work missed, of which the faculty member is the sole judge. It is not permissible to miss regularly-scheduled classes for the purpose of intercollegiate athletic practice. A student who misses the first session of a course, even if he/she is preregistered, may have his/her place in that course given away and be denied further attendance in that course.

3.1.6.1 ATTENDANCE POLICY: STUDENT ATHLETES

Student-athletes will not miss class for practice. Student-athletes, in the season in which their sport has schedules intercollegiate competitions, will not be penalized for missing class because of representing the College in those competitions – so long as the student’s absence from the class for the purpose of intercollegiate athletic competition does not exceed:

- 4 classes on the MWF schedule (fall and spring terms)
- 3 classes on the T/Th schedule (fall and spring terms)
- 2 classes during a traditional January Term course
- 1 class per term (fall and spring) for labs and courses that meet once per week

3.1.7 HOMEWORK REQUIREMENTS

A minimum of two hours of out-of-class preparation is expected of all students for each hour in class.

3.2 REGISTRARIAL POLICIES

3.2.1 TRADITIONAL UNDERGRADUATE ACADEMIC CALENDAR

For the traditional undergraduate programs, registration and classes for the fall term customarily occur on the Tuesday after Labor Day. The fall term runs for fifteen weeks, including a final examination week. The third (or fourth) Friday in October and Thanksgiving recess (Thursday and Friday) are holidays in the fall. Registration for the January term is customarily the first Monday after January 1. Classes for the January term begin on registration day and continue for four weeks. After a one-week break, the spring term commences (i.e., five weeks after the start of the January term), and classes begin on Monday. The term lasts for fifteen weeks, including a final examination week, the only holidays being the week preceding Easter through Easter Monday. The spring term ends after Commencement exercises take place.

The process for setting the academic calendar for the traditional undergraduate programs is as follows: Three years in advance, the Dean for Academic Development constructs an academic calendar using the above guidelines. The calendar is reviewed and approved in sequence by the Educational Policies Board (in consultation with the Campus Student Life Committee), Council of Deans, and the Academic Senate, each body ensuring that the calendar is guided by academic principles and processes (e.g., concern for loss of Monday classes due to holidays).

3.2.2 SUBMISSION OF GRADES

All faculty are required to submit mid-term grades (when applicable) and final grades. Grade-reporting forms are available in the Registrar's office at the beginning of mid-term and final examination periods. Faculty are expected to submit grades by the deadline set by the Registrar. Since mid-term grades serve as a progress report (and do not appear on the student's permanent record), instructors are expected to utilize the code numbers with unsatisfactory grades (D, F) as an indication to the student of specific deficiencies. The Registrar's office advises the Dean of the School when grades are not submitted at the mid-term period.

3.2.2.1 Grade Changes

The policies on assigning an I grade (Incomplete) and on grade changes are specified in the College *Catalog*. Petition forms for the above are available in the Registrar's office and are subject to approval by the Registrar.

3.2.3 TRADITIONAL FINAL EXAMINATION SCHEDULING

In order to reduce the possibility of a student's having several hours of examination on the same day, faculty are required to conduct such examinations in accordance with the following schedule of final exam week.

TRADITIONAL UNDERGRADUATE FINAL EXAMINATION SCHEDULE
EXAMINATION DAYS: MONDAY, TUESDAY, WEDNESDAY, THURSDAY

REGULAR CLASS SCHEDULE		FINAL EXAMINATION	
DAYS	BEGINNING TIME	DAY	TIME
M W F	8:00 am	W	1:00 pm-3:00 pm
M W F	9:10 am	T	1:00 pm-3:00 pm
M W F	10:20 am	M	10:30 am-12:30 pm
M W F	11:30 am	M	8:00 am-10:00 am
M W F	12:40 pm	W	10:30 am-12:30 pm
M W F or M W	1:50 pm	Th	8:00 am-10:00am
M W F or M W	between 3:00 pm and 5:00pm	Th	1:00 pm-3:00 pm
M W F or M W	6:00 pm or later	M	Class time
T Th	8:00 am	T	8:00 am-10:00 am
T Th	9:40 am	M	1:00 pm-3:00 pm
T Th	11:20 am	T	10:30 am-12:30 pm
T Th	1:10 pm	W	8:00 am-10:00 am
T Th	between 2:50 pm and 5:00 pm	Th	10:30 am-12:30 pm
T Th	6:00 pm or later	T	Class time

Late afternoon and evening classes will have their examinations during final exam week, either at the regular class time or at a time arranged by the instructor with the students. Four or five days a week classes will have their examinations at the time scheduled for MWF classes.

Faculty members with multiple sections of the same course may request a single examination time from the Registrar's office.

3.2.4

CLASS SCHEDULE CHANGES

Faculty must advise the Registrar immediately if they make any change in their class scheduling (time or location). It is essential, in case of emergency, that the Registrar and other College offices be able to locate a student or faculty member quickly. Classroom assignments are registered on a master list and are printed on each student's schedule. When a classroom location is changed or there is a change in the hours the class is taught, unless the Registrar is notified, it becomes difficult to locate the faculty member or student in case of emergency.

3.3 ACADEMIC RESOURCES

3.3.1 LIBRARY

Saint Albert Hall, named for the 13th-century philosopher and theologian, houses the collections, services, and technologies which make up the library. Print, audio, film, and electronic titles are selected and organized to support the undergraduate and graduate curriculum. The print collection includes over 196,000 volumes and 6,000 non-print items (microforms, maps, video recordings, CD-ROM/multimedia titles). Electronic information resources are described in detail below.

Access to text, images, and data on the Internet is enhanced by the library's Website (<http://gaelnet.stmarys-ca.edu>). The reference collection is designed to provide primary information, as well as links to other library resources in the Bay Area and beyond. The library also houses the College Archives, The Library for Lasallian Studies, and a special collection on Cardinal Newman and His Times.

Spaces for reading and study, group and individual, as well as for interactive collaboration, are provided. Reference librarians are available on a regular schedule and for extended assistance by appointment.

3.3.1.1 Instructional Services

Librarians provide instruction to students and faculty in the effective access, use and evaluation of a variety of library and worldwide information resources, which include traditional print sources, CD-ROM databases, networked electronic resources, and the Internet.

In addition to the basic-level library instruction sessions given to all students in the English Composition program and for the School of Extended Education, librarians develop in consultation with faculty, specialized and advanced library sessions and/or assignments which support course objectives and curriculum requirements.

Instruction librarians also offer a series of Internet/WWW workshops which educate about the organization and evaluation of resources found on the Internet, including browsers, search tools, and retrieval options. Contact the Coordinator of Instructional Services or the librarian subject selector for indicated department.

3.3.1.2 Faculty Research Assistance

In addition to regularly scheduled reference/information assistance provided at the Library's Reference Desk, extended research assistance is also available. For some more specialized research needs, librarians will conduct searches in electronic databases which are not available for public use. Contact the librarian subject selector for indicated department or the Coordinator of Reference Services.

3.3.1.3 Electronic Information Resources

The Library's electronic information resources include the online catalog ALBERT, periodical indexes, digital full-text library resources, and the College's academic WWW service. These resources are available via Library workstations in St. Albert Hall and computer labs on campus. Faculty with computers connected to the academic network or

modems can use the Library's electronic information resources from office or home as well. Contact Information Technology Services (ITS) regarding accounts and required software to connect remotely.

The ALBERT online catalog includes records for about half of the books in the library (those acquired or circulated since 1983), and records for periodical titles, videos, compact discs (CDs), and CD-ROMs. Electronic periodical indexes available on the campus network include two indexes with full text of about half of the articles indexed: Expanded Academic ASAP (general and scholarly periodicals), and ABI Inform (economics, finance, and management). Other electronic indexes on the network include Medline, HealthStar (biomedical, nursing, and health administration), ERIC (education and counseling), and PsycInfo (psychology). Workstations available in St. Albert Hall give access to additional specialized databases for Chemistry, Religion, Mathematics, Modern Languages, national and international trade, and newspaper articles, as well as Books in Print. The academic WWW service Gaelnet (<http://gaelnet.stmarys-ca.edu>) includes faculty profiles, descriptions of courses and programs of study, and Library, Media, and Hearst Art Gallery resources. It offers access to Internet resources for study and research selected and organized by discipline. The Library is associated with the Research Libraries Information Network (RLIN) and with the Online Computer Library Center (OCLC). These services enable librarians to locate books throughout the world. The Library subscribes to the DIALOG Information Service, giving access to over 450 specialized databases, including full-text and statistical databases, as well as bibliographic citations.

3.3.1.4 Access to Other Libraries

Full-time faculty are entitled to library privileges at UC Berkeley, the Graduate Theological Union (GTU) in Berkeley, and the John F. Kennedy University Library in Orinda. In all instances, faculty must present proof of full-time status and current employment by the College (generally a letter certifying full-time employment at Saint Mary's College) and photo-I.D. In addition, libraries at state-funded institutions, including the California State Universities, University of California campuses, and community colleges, generally provide public in-house access to their collections. Contact the Access Services Librarian for more information.

3.3.1.5 Interlibrary Borrowing/Document Retrieval

Books and articles needed for faculty research or instructional purposes which are not available in the Saint Mary's Library may be requested from other libraries through the Interlibrary Borrowing service. There is no charge to faculty for this service. Most material is received in approximately two weeks.

The Library's "Article Express" service provides 24-hour access to selected core periodicals not owned by the Saint Mary's Library. There is no charge to faculty for this service. Contact Interlibrary Loan for more information.

3.3.1.6 Faculty Photocopying

Current Saint Mary's faculty, or a designated assistant, may use the faculty copy card to make a copy of non-circulating library material, such as a page or chapter from a reference book or a journal article. This card can be requested at the Circulation Desk. Multiple copies of material for the classroom or to place on Reserve may be duplicated at the campus Duplicating Center.

3.3.1.7 Circulation Policies

Books may be borrowed by a faculty member for a semester, subject to recall if needed by another Saint Mary's borrower. Faculty may renew material twice, either in person, by phone, or by computer using ALBERT, the Library's online catalog and circulation system.

When material is overdue, faculty will receive a courtesy reminder. If not renewed or returned, the books will be considered lost and faculty will be billed for a replacement.

3.3.1.8 Reserve Service

Upon request by faculty, Circulation staff will place on Reserve course material for classes. Placing items on Reserve ensures that students will have equal access to this material. The Reserves Collection, which can be accessed in ALBERT, is located at the Circulation Desk and is available during the hours the Library is open. For details about processing time, copyright restrictions, and loan periods, refer to the Library's "Reserve Services Guide."

3.3.1.9 Library Exhibits

The scheduling of Library exhibits is coordinated by the Director of the Hearst Art Gallery. Faculty members interested in arranging for an exhibit should fill out the "Proposal for Library Exhibit" form available at the front desk of either the Library or the Gallery as far in advance as possible.

3.3.2 MEDIA SERVICES

3.3.2.1 Instructional Media Services

Instructional Media Services provides expertise, facilities, collections, and services to support the audio-visual and multimedia instructional needs of students and faculty. Media Services maintains instructional media equipment in classrooms and delivers equipment to classrooms and other campus locations as needed. For descriptions of available equipment and services, see the Media Services section of Gaelnet.

3.3.2.2 Media Center

Listening and viewing equipment and multimedia workstations are provided in the Media Center for student and faculty use. The Media Center, located on the second floor of the Library, houses a collection of over 2000 video cassettes and laser discs. These include film classics in the Byron Bryant collection and instructional programs supporting the Saint Mary's curriculum. The collection also includes audio cassette tapes, CDs (primarily classical music), and multimedia CD-ROMs. Titles in the collection may be found via the ALBERT online catalog.

In addition to individual viewing stations, the Media Center includes two group-viewing rooms: the Byron Bryant Room and the Wildenradt Theater. The Byron Bryant Room is equipped with a large-screen monitor and may be reserved for groups of up to 8 persons. The Wildenradt Theater seats up to 30 people and is equipped as a media classroom with multimedia computer, video/data projector, and stereo sound system. The Wildenradt Theater may be reserved in advance.

Subject to copyright restrictions, faculty may place personal copies of tapes and discs on reserve for student viewing and listening in the Media Center. Tapes and discs may be checked out by faculty for classroom use. The Media Center offers duplication of course-related audiocassette tapes that are not copyrighted.

3.3.2.3 Faculty Instructional Media Support Services

Facilities and support for instructional media development for faculty are available via the Media Center. Resources include facilities for making overhead transparencies and 35mm slides, flatbed and slide scanning, OCR scanning of text, and creation of documents for the WWW in a variety of formats. For additional information see or to schedule a consultation session, contact the Head of Media Services and Library Systems.

3.3.3 HEARST ART GALLERY

The Hearst Art Gallery was built in 1977 with the help of a grant from the William Randolph Hearst Foundation. The 2,000-square-foot exhibition space includes the William Keith Room with a rotating selection from the College's collection of 150 paintings by this leading California artist of the end of the 19th century. The permanent collection of more than 2,000 objects includes landscapes of other American artists, art on Christian themes, Don Quixote illustrations, prints by William Hogarth and others, ethnographic art, and contemporary art. Each summer there is an exhibition of historic California art. There is a student art show each May and an Art department faculty show every four years.

The Gallery's education coordinator can arrange for tours of exhibitions customized to the subject matter and format of a particular academic course. The Gallery staff also works with faculty to develop educational events that will help relate exhibitions to their teaching. Classroom visits by Gallery staff and viewings of objects from storage can also be arranged.

The Hearst Art Gallery is open to the public Wednesday through Sunday from 11:00 to 4:30 during exhibitions. Tours can often be scheduled outside of regular hours. Further information about the Gallery is available through the Academic Resources Web site, <http://gallery.stmarys-ca.edu>.

3.4 INFORMATION TECHNOLOGY SERVICES

The use of the technology resources of the College is a privilege. Information Technology Services is headed by the Director of Information Technology.

3.4.1 FACULTY COMPUTING SUPPORT

Information Technology Services (ITS) provides support for campus information technology. It furnishes hardware support, including recommendations, configuration and installation, problem diagnosis and limited service, and software support, including recommendations and installation, general trouble-shooting and ongoing training. ITS also maintains several faculty resource facilities in various locations on campus offering computer services in support of the academic mission of the College. A *User's Guide* is available that lists use policy, lab hours, e-mail procedures, and other pertinent information. For further information contact ITS.

3.4.2 SAINT ALBERT HALL ACADEMIC COMPUTER LABORATORY

The Saint Albert Hall Academic Computer Laboratory provides IBM and Macintosh workstations for use by registered Saint Mary's undergraduate and graduate students. The purpose of this laboratory is two-fold: to provide computer-based hardware and standard application software, e.g., Microsoft's WORD, EXCEL, and PowerPoint, for students to complete course work assigned by their instructors and, secondly, to make available to students computer-based tools to enhance research and scholarly endeavor via the Internet, WWW, and external databases. Graphical User Interface E-Mail (Netscape E-Mail) is available in the Academic Computer Lab for student use in sending and receiving e-mail messages. There are also two computer classrooms in Garaventa Hall that are used after 5:00 PM for student computing. Garaventa 240 is equipped with PCs and Garaventa 250 is equipped with MacIntosh computers.

Laboratory monitors are on duty to ensure that workstations, printers, and network connections are functioning properly. In addition, lab monitors ensure that standard application software is working correctly and assist students if application commands do not function properly. Lab monitors are not expected to instruct students in the use of application software. The Academic Computer Lab's hours of operation are the same as those of the Library. As student need and classroom availability dictate, electronic classrooms in Garaventa Hall are opened and operated in a fashion similar to that observed by the Academic Computer Service Laboratory in the Library.

3.4.3 ELECTRONIC CLASSROOMS

ITS supports several dedicated and networked classrooms on campus. These classrooms, located in Garaventa Hall, are available for scheduled classroom instruction.

3.4.4 NETWORK SERVICES

ITS provides support for academic network services. The campus Academic LAN consists of a high speed Ethernet backbone connected to file-server electronic communication devices that support the electronic classrooms in Garaventa, laboratories, faculty and staff offices, and the Saint Albert Hall Academic Computer Laboratory.

3.4.5 ELECTRONIC MAIL SERVICE

ITS provides support for electronic mail service for both on-campus and off-campus dial-in use by faculty and students. Through registered network accounts, the Saint Mary's community has access to the campus inter-office network, as well as the global Internet electronic mail network through BBN-Planet, an international Internet Service Provider. Access is available from the Academic LAN directly or by dial-in to the LAN modem pool. There is no cost to individual members of the College community for this service. E-mail accounts are available through the ITS Help Desk.

3.4.6 WORLD WIDE WEB AND INTERNET ACCESS

ITS provides a high-speed connection to the Internet and the World Wide Web. This connection is available through the Academic LAN or by dial-in to the LAN modem pool. There is no cost to individual members of the College community for this service. ITS also maintains the College web site, www.stmarys-ca.edu, and an internal web site, SMCnet, used for information, discussion, and services of interest to the Saint Mary's College community.

3.4.7 USE OF COLLEGE TECHNOLOGY RESOURCES

The first section of the ITS *User's Guide* contains the Code of Conduct for the use of computing facilities and services provided by Saint Mary's ITS. Failure to adhere to the policies stated in that section may result in the loss of access to the Saint Mary's computing facilities or other disciplinary action. The *User's Guide* is available at the ITS Help Desk in the Saint Albert Hall Academic Computer Laboratory, and on-line on SMCnet, under the Information Technology Services heading.

3.5

ADMINISTRATIVE SERVICES

School administrative assistants are responsible to the Deans of the Schools, who, along with department chairpersons, program directors, and faculty within the respective Schools, have priority in the use of their services.

The services of the administrative assistants are generally restricted to matters concerning the ordinary business of the College. Assistance is not provided for personal or private material or for material which does not concern the School or professional development.

Administrative assistants are available to faculty, department chairpersons, and program directors for such matters as preparation and distribution of correspondence, announcements, department/program brochures, course syllabi, course policy and procedure information, and examinations. Services are also available for the preparation of faculty development grant applications, sabbatical proposals and reports, letters of recommendation, manuscripts and papers accepted for oral presentation or written publication, etc. Other services may include the recording of department or program meeting minutes, or the coordination of such functions as meetings and various department/program events.

Final examination material to be typed must be submitted at least four working days prior to examination time. For other material, a minimum of three working days must be allowed for typing, although a longer time for completion should be expected on lengthy material.

3.6

STUDENT EMPLOYEES

Departmental budgets may include institutional funds to pay all of the salaries and/or Federal College Work-Study matching portion of the salaries for readers, assistants, tutors or other student employees. Details and regulations concerning advertising for, and hiring and payment of, student employees may be obtained from the Career Development Center.