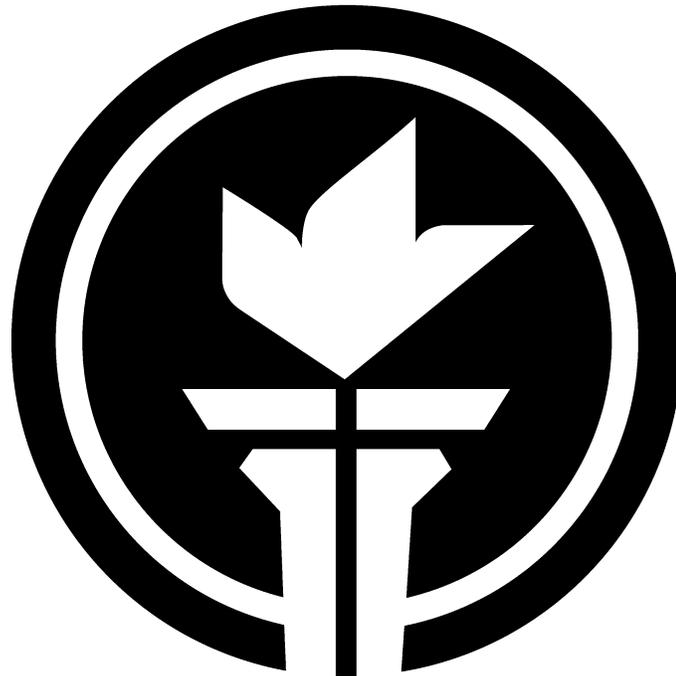# Seattle Pacific University CPE Instructor Handbook

> This handbook is intended for instructors who teach 5000-level courses including Distance Learning and non-credit offerings. Policies and procedures outlined are for courses approved and sponsored through Seattle Pacific University's Center for Professional Education.
>
> *Updated: May 2018*

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Seattle Pacific University – School of Education

Our Mission
Our mission is to prepare educators for service and leadership in schools and communities by developing their professional competence and character within a framework of Christian faith and values.

Our Vision
Our vision is to influence the region, the nation, and the world through the preparation of educational leaders for public and private schools.

WELCOME
Welcome to Seattle Pacific University! We are pleased to have you join us as you share your expertise with educators. CPE Instructors perform an essential role in the courses and programs offered through Seattle Pacific University.

This handbook provides information regarding policies, procedures, and responsibilities for instructors, as well as available University resources and services. CPE Instructors are expected to read and follow all policies and procedures as outlined in this handbook or any updates provided. We are happy to clarify any information and answer other questions as they may arise.

The General Information section applies to all continuing education instructors. We hope your experience with Seattle Pacific University is positive and we appreciate the contribution you will make.

INTRODUCTION
After more than a century of service, Seattle Pacific University continues in its tradition as an institution of the liberal arts, professional studies, graduate programs and continuing education. Seattle Pacific University occupies a position within the Christian community that is historically orthodox, clearly evangelical, particularly Wesleyan, and genuinely ecumenical.

The Seattle Pacific University community recognizes that Christians embrace and display vital faith in a variety of theological expressions, worship forms, gifts and ministries. As such, Seattle Pacific University seeks to integrate Christian faith and truth as taught by the community of Christian believers and the Scriptures into every aspect of programming. Whenever not prevented by law or contract, Seattle Pacific University offers explicitly Christian programs, integrating faith with learning as appropriate to the subject and the age of the student. Where prevented by law or contract from being explicitly Christian, Seattle Pacific delivers implicitly Christian educational programs, i.e., those compatible with Christian faith and values.

UNIVERSITY ACCREDITATION AND MEMBERSHIPS
Since 1936, the University has been fully accredited by the Northwest Association of Schools and Colleges. It is on the approved list of the American Council on Education and Board of Regents of the State of New York, and its credits are recognized by members of the various regional associations and by leading graduate schools throughout the country. SPU is also an institutional participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA) and a charter member of the Christian College Consortium. The SPU School of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE). The most recent onsite visit by an NCATE Board of Examiners was held in spring 2013. As a result of the visit, all NCATE standards for initial and advanced programs were met, and the School of Education received continuing accreditation until 2020.

For further information regarding SPU accreditation and memberships please refer to the current Seattle Pacific University Undergraduate Catalog.

PROGRAMS OFFERED
The School of Education's Center for Professional Education programs are categorized into four areas:
1. In-person professional development courses (formerly SPIRAL), which are on and off-campus courses designed to meet specific continuing professional education needs for a variety of educators.
2. Summer Institutes, which are two- to five-day intensive courses designed to provide research based education and training for helping teachers improve student learning.
3. Conferences, which are one- to three-day events concentrated on a single topic (e.g., assessment) that bring together forward-thinking research and practitioners in a variety of formats to assist teachers, support staff, and administrators in improving student learning.
4. Distance Learning options offer professional development courses for educators using a variety of mediums to provide an intentional learning experience where the student and instructor are geographically separated.

For more information on any SOE Center for Professional Education programs or events, please call 800/589-4038.

COURSE NUMBERING SYSTEM
The following is a summary of the course numbering system used at Seattle Pacific University:

5000-5999: Graduate-level professional development courses. Credits may be used in an SPU graduate degree program only with the advanced approval of the program advisor.

6000-6999: Graduate master's degree courses.

7000-7999: Graduate or doctoral degree courses.

Continuing education units have a CEU discipline code and may be numbered anywhere from 0001 to 9999.

HIRING, CONTRACTS, AND REMUNERATION
It is University policy to hire only evangelical Christians as full-time, on-campus faculty. The preference is also to observe this policy with part-time faculty. Seattle Pacific University continuing education programs may hire non-Christians as CPE Instructors, provided they agree to respect Christian values and faith and abide by University lifestyle commitments while engaged in University-related activities.

All instructors are expected to maintain the University's standards of moral, ethical and professional conduct while in class and in other official interactions with students. Each is expected to (a) refrain from using profane or vulgar language, (b) demonstrate respect for the religious beliefs of students and the University, (c) propagate no doctrines, philosophies or practices contrary to orthodox Christianity, and (d) refrain from the use of tobacco, alcohol, or illegal drugs while in class or in other official interactions with students.

CPE INSTRUCTOR QUALIFICATIONS AND REQUIREMENTS
Minimum qualifications for instructors are a master's degree in the academic area, or demonstrated expertise achieved through either academic preparedness or life experience. Instructors who are approved to teach non-credit courses only are not necessarily required to have a master's degree.

APPLICATION AND APPROVAL PROCESS
To apply for instructor status to teach courses for credit, a CPE Instructor Application must be submitted to the Center for Professional Development with a completed CPE Course Form. Résumés and curricula vitae are welcome.

Once approved, instructors are to request an official transcript to be sent directly to CPE from the institution that granted the highest degree. Official transcripts become the property of the Center for Professional Development and cannot be photocopied or returned to the instructor.

Non-credit (CEU-only) instructors are not required to submit a transcript, but they are encouraged.

CPE INSTRUCTOR STATUS
Instructor status does not accrue toward ranked faculty status or promotion at SPU, and does not accumulate for tenure, sabbaticals, or any other employment benefits. Instructors who teach courses for SPU credit, but are contracted by organizations other than the University, must still be approved as CPE Instructors and fulfill the responsibilities listed in this handbook.

MAINTAINING INSTRUCTOR STATUS
Instructors, once approved, are either *current, active,* or *inactive.* A current instructor is one who is currently teaching. An active instructor is one previously approved but not currently teaching. An inactive instructor is one who has not taught for at least two years. Every two years, employment files of instructors and non-credit instructors are required to be updated. Files of instructors who do not teach for two years become inactive and the file is destroyed.

CPE Instructors and non-credit instructors assume the responsibility of contacting the Office of Human Resources at (206)281-2809 for change of address, telephone number, or name.

W-4, W-9, AND I-9 REQUIREMENTS
All new contracted CPE Instructors must complete two federal government forms—a W-4, and Immigration and Naturalization Service (INS) Form I-9, *Employment Eligibility Verification.* Employment cannot commence until both forms are completed and on file. The W-4, Employee's Withholding Allowance Certificate, must be returned to CPE along with the signed contract and signed authorization for Automatic Payroll Deposit. Changes to withholding allowances may be made through the Payroll office in the Finance Department at 206/281-2533.

The Immigration and Naturalization Service (INS) Form I-9, *Employment Eligibility Verification*, must be completed no later than 3 days after the contract period begins. The I-9 form must be completed in the presence of designated staff in the Office of Human Resources, the CPE Budget Manager, or by special arrangement with a notary public for out of region applicants. Appropriate documentation as specified on the I-9 form must be presented at the time the form is completed.

Independent contractors with a state-issued "91" number (or using their Social Security number) will meet all Internal Revenue Service requirements to work as an independent contractor and must have a W-9 form on file with the SPU Finance Department.

CONTRACTING
Contracts issued to instructors by Seattle Pacific University designate salaries based on anticipated enrollments and any special conditions relating to the course. Contracts must be signed and returned to the budget manager designated on the contract *before the course beginning date*. Modifications mutually acceptable to the instructor and the University may be considered if deviations occur in the contract terms. In such cases, the instructor should contact the CPE program director responsible for the course as designated on the contract.

PAYCHECKS
Payroll checks are generated on the first of the month, one-month following the course ending or closing date. Contracted courses spanning an academic term or longer may be eligible for distributed payments as specified on the contract. Payroll checks are set up for automatic deposit into the account of the employee's choosing. Other conditions may apply and will be stated on the contract.

EXPENSE REIMBURSEMENT
Reimbursement for course-related travel or other operational expenses must be stipulated in the Seattle Pacific contract and arranged for prior to course approval. Expense reimbursement may result in increased tuition and/or required enrollment level.

To receive refunds, a University Expense Reimbursement Form must be completed with original receipts attached, signed by the instructor, and returned to the budget manager of CPE. Reimbursement requests must be received within 30 days of the expense date to receive payment. Reimbursement checks are set up for automatic deposit into the account of the employee's choosing.

WITHDRAWAL OF COURSE OR INSTRUCTOR APPROVAL
The University reserves the right to withdraw approval of any course without cause, at its sole discretion. The University also reserves the right to withdraw approval of any course or instructor without prior notice and without payment under University contract if the University policies and procedures, including those set forth in this handbook, are violated. The University is not obligated to pay the course instructor in the event it withdraws course approval for cause.

CPE Instructors and non-credit instructors are expected to read and follow all policies and procedures as outlined in this handbook as well as any updates that are sent out. If there are questions regarding any policy or procedure, instructors should initiate discussion with the CPE program director.

If an instructor or non-credit instructor fails to follow policy or procedure, or if course evaluations give cause for concern, he or she may be contacted by the appropriate CPE office. If policy or procedure lapses continue, or if course evaluations indicate ongoing problems, his or her status as CPE Instructor or non-credit instructor may be revoked.

TERMINATION OF CONTRACTS
The University reserves the right to terminate agreements without cause or prior notice upon payment to the instructor or the pro rata compensation accrued as of the effective termination date. The University further reserves the right to terminate agreements for cause without compensation based on any grounds discussed in this handbook or insufficient enrollment.

IN-PERSON PROFESSIONAL DEVLEOPMENT SPECIFIC INFORMATION

COURSE CREDIT REQUIREMENTS *(Does not apply to distance learning courses)*
A course must meet for 10 instructional contact hours for each quarter credit, and can meet for a maximum of eight contact hours per day.   To assess understanding of course content, out-of-class assignments appropriate to the number of credits are required. In addition, all credit courses must adhere to the following parameters regarding number of credits and day ratios.

> **Basic Standards:**
> Maximum of 3 credits in a 7 day week
> Maximum 8 contact hours per day

Approved Minimum Standard:

1 credit	2 days
2 credits	3 days
3 credits	5 days (consecutive)
3 credits	4 days (not consecutive)
4 credits	5 days (not consecutive and not within 7 day week)
5 credits	7 days (not consecutive and not within 7 day week)

When considering the above parameters, keep in mind that five minutes of break time are included in each instructional hour. Break time may be taken hourly or accrued up to four hours and taken all at once, but it is not to be included as lunchtime. Federal laws require 30 minutes be provided for lunch within an eight hour day, and that lunch time must be provided in addition to instructional time. Lunchtime should be scheduled separately from break time.

PRACTICUM
Practicum is experiential learning that accompanies instruction. It establishes a controlled environment for participants to practice what has been discussed. Practicum hours are weighted differently than contact hours, i.e., 20 hours of practicum for one credit rather than 10 hours of instruction for one credit. Practicum should be followed by a time of academic reflection, evaluation, and potentially more instruction. Courses should be designed accordingly. Practicum hours should not make up the majority of the course time; rather they should be supplemental. Direct instruction and practicum hours can be combined. For example, there can be 8 hours of direct instruction and four hours (2 to 1 ratio) of practicum to total 10 hours for one credit (or 10 clock hours). The documentation and logging of practicum hours and outcomes must be part of the assessment and grading criteria listed on the syllabus.

CONTINUING EDUCATION UNITS/CLOCK HOURS
Seattle Pacific offers non-credit continuing education units (CEUs) for a variety of courses and events within Washington State. Non-credit hours may be offered as an option with most credit offerings. However, students may not receive both credit <u>and</u> CEUs for the same course or event.

Seattle Pacific University clock hours (CEUs) are approved by the Office of the Superintendent of Public Instruction (OSPI), and meet state, educational certification, and salary advancement requirements.

All SOE/CPE credit/clock hour/continuing education unit (CEU) courses meet state, regional and national accreditation standards.

PROPOSING CREDIT COURSES (NON-DISTANCE LEARNING)
Instructors may propose credit courses by submitting a completed course form and syllabus <u>before the course begins</u>. Instructors who wish to offer an *on-campus* course must receive pre-approval from the CPE program director in the School of Education before submitting a course form. To be approved as an instructor, one must submit a CPE Instructor Application, official transcripts from the institution awarding your highest degree, and a Course Proposal form.

A minimum of three weeks processing time is required for all new courses. Each succeeding time a course is offered, a course form must be completed and sent to the Center for Professional Education at least <u>two weeks</u> prior to the course beginning date. The earlier a course form is submitted, the sooner confirmation of course approval and registration materials will be received.

Submit all course forms, Instructor Application, and official transcripts to: CPEinfo@spu.edu. If mailing hard copies of transcripts, please address them to Center for Professional Education, Seattle Pacific University, 3307 Third Avenue W., Suite 209, Seattle, WA 98119.

CREDIT COURSE APPROVAL
When CPE receives a course form, it is reviewed for content, completeness, and compliance with SPU and accreditation policies. Following course approval, a confirmation email is sent to the instructor or course proposer indicating approval and course number assignment.

For in-person professional development courses, unless otherwise determined during the course proposal process, registration information will be sent to the instructor or designated contact three weeks before the beginning date of the course, or the day after it is approved, whichever comes first. Registration is conducted online, and must be completed by the registration due date agreed upon by the instructor and SPU when the course form is submitted. After students receive a grade, they will be sent electronic links to a course evaluation, which will then be given to the instructor in a report.

For other CPE courses, the registration and evaluation process may differ. Instructors involved in Conferences, Institutes and Distance Learning courses will be contacted by an SOE-CPE staff person regarding how registration, evaluations, and other course support issues will be handled.

COURSE SYLLABUS FOR PROPOSED CREDIT COURSES
The first time a course is proposed, a syllabus must accompany the course form. It should follow the Course Syllabus Requirements (see below) and include all assignments, student assessment criteria, contact hours and other course information. Every subsequent year a course is offered a current syllabus must be attached to the course form.

The syllabus must be distributed to each student at the start of the first class session.

COURSE SYLLABUS REQUIRMENTS
A course syllabus must be created for all credit offerings and distributed to each student. Syllabi for Distance Learning courses will be distributed to students either by University staff or the appropriate University partner at the time they register. The purpose of the syllabus is to provide clear communication about the goals and direction of the course and to formalize communication between the instructor and students concerning academic and logistical expectations. Information regarding grading criteria, attendance requirements, course objectives, or assignments must be carefully outlined in the syllabus to minimize the possibility of confusion or dispute. The essential component to the academic experience, if clearly and carefully written, will enable the University to support the CPE Instructor if a concern or dispute arises from the participants.

Depending on the requirements of the individual course, the syllabus may be a more traditional document or a lengthy course study guide or workbook. In either case, this document must include the following elements:
- Course information:
    - number of quarter credits offered for the course
    - complete course title
    - prerequisites (if any)
- Instructor information:
    (20-50 words) to include academic degrees, title of position and experience related to the course being taught. Provide contact information that includes phone number, email address and "office hours" or times you will be available to discuss or clarify content or assignments
- Course description
- Course objectives
- Please include a way to assess how course objectives will be met in the assessment section below

- Content/Topics and Outline for Each Session
- Indicate instructional methods you will utilize and ways participants will be engaged in learning and applying the content (i.e. discussion threads, video, Internet sites, journals, etc.)
- Text and/or required reading list
- Include required learning resources or suggested reading lists if applicable
- Course Assignments, Assessment of Course Objectives: Specific criterion used to determine quality in assignments must align with course objectives

  Assignments that Assess Course Objectives
  - Describe completely all assignments, projects, exams and how each provides evidence of the student meeting a specific course objective. Please include assessment rubrics or evaluation criteria and worksheets if necessary.
  - Indicate due dates of major assignments, projects or exams.
  - Indicate any requirements for written assignments (i.e. word processed, double spaced, etc.)

  Criteria for Final Grade
  - Provide criteria or system by which students will be assessed to determine a final grade (i.e. point system, rubric, etc.)
  - Include grading criteria for letter grade vs. pass/no-credit
  - Provide instructions on how to submit coursework for grading: address for submitting coursework; instructions for cover sheet to include student's name, SPU ID#, and contact information.

Bibliography of course content to include author, title, publisher, and copyright date (MLA or APA format).

Please note that a course syllabus is usually 2-4 pages in length but can be quite detailed and longer if necessary. The method of evaluating student outcomes should be detailed and specific. Additional information/items may be required for Distance Learning syllabi.

COURSE CLOSING DATE *(Does not apply to year-long distance learning courses)*
The course closing date should reflect the date the final assignment is due. Instructors may assign a project due several days or weeks after a course ends. This extended assignment due date becomes the official course closing date. Course close dates determine the academic term that will be indicated on University transcripts for the course. An instructor should not set a closing date after the final assignment is due in an attempt to give themselves more time to complete grading. All grades are due in Student Academic Services within ten days after the closing date.

COURSE/EVENT EVALUATIONS
When students receive their grade, they will be sent a link to an electronic course evaluation survey. A copy of the results is sent to the instructor and the CPE program director. Areas of concern that arise from course evaluations or other means of report will be discussed with the instructor, and, if necessary, appropriate action taken.

CANCELLING OR CHANGING A SPIRAL COURSE
CPE requires notification any time a course is cancelled. A course may be cancelled either by emailing the Course Management Coordinator at CPEInfo@spu.edu, or by writing "CANCELLED" across the registration packet and returning it to the Center for Professional Education.

If there are any changes to a course that has already been received by the CPE, we require notification as soon as possible. Date, time, and/or class location changes may be called or emailed to the SPIRAL Program Coordinator. Changes of course content or instructor require pre-approval. Changes to course content must be accompanied by an updated syllabus and will be reviewed as necessary. For changes of instructor, please verify that the new instructor is

approved by CPE and has the qualifications to teach the course. If the new instructor has not been previously approved, the CPE Instructor application and approval process as outlined in this handbook will need to be completed. Please allow two weeks' processing time for the instructor application.

INSTRUCTOR OF RECORD
For credit and non-credit continuing education unit courses, CPE approved Instructors may act, or be asked to act, as an instructor of record. The instructor of record carries the legal responsibility for the course offering. Except for teaching, which may be shared with a co-instructor, or performed by another qualified individual, the instructor of record is responsible to make sure all guidelines outlined in this handbook are followed, and to serve as the sole contact for any course-related questions from SPU. The instructor of record is expected to monitor registrations and classroom instruction, evaluate student progress, and assign student grades.

GRADING POLICIES FOR SPIRAL COURSES
For off-campus courses, grades should be recorded on an attendance/grade record, signed by the instructor, and received in Student Academic Services (SAS) within ten days after the course ending or closing date. Instructors may request a computer generated class roster for grade submission by contacting SAS at 201-281-2031.

It is the instructor's responsibility to meet all grade deadlines. Meeting deadlines is essential for providing students with timely grade reports and official transcripts.

STUDENT ACADEMIC SERVICES
Policies and Procedures

INSTRUCTOR CREDIT
Instructors may not register for credit for a class they are teaching, but if the course includes a CEU option, they may register for CEUs the first time they teach the course.

GRADING POLICIES FOR NON-CREDIT COURSES (CEU)
To verify CEU attendance, students are required to initial an attendance record at each class session. The attendance record must also be signed by the instructor and mailed to the University at the end of the course. If a student does not sign in at each class session, the CEU will be transcripted as unearned (NU). In addition, since CEUs are not variable, students cannot earn partial CEU credit.

GRADING POLICIES FOR CREDIT COURSES
The University offers two grading systems: letter grade only (A-E) and pass/no credit (P/NC) with letter grade option. The instructor's chosen grading system must be clearly stated in the syllabus distributed to students. In letter grade courses, the minimum requirements for each grade must be clearly stated in the syllabus. In pass/no credit courses the minimum requirements for "pass" must be clearly stated and must be equivalent to a letter grade of "C" or higher. When discussing the pass/no credit option, please inform students that a "pass" grade is neither transferable nor applicable to a graduate degree. Additionally, some employment offices will not accept a Pass/No Credit grade. Students may request a letter grade in a pass/no credit course provided they do so in writing to the instructor by the second class session, and the instructor must approve the request.

GRADE CHANGES
Except in cases of clerical error or year-long distance learning courses, no instructor may change a grade that he/she has submitted to Student Academic Services. In the case of clerical error, grade changes must be corrected no later than ninety days after the original grade was submitted to the University. Instructors must submit in writing a grade correction and an explanation to

Student Academic Services. Students in year-long distance learning courses who do not complete the course by the end date will receive a "NC" final grade.

It is the instructor's responsibility to meet all grade deadlines. Meeting deadlines is essential for providing students with timely grade reports and official transcripts.

SEATTLE PACIFIC GRADING

Grades and Points
The quality of a student's performance in a course is recognized by a letter mark or grade, which is counted in points. Grade points (or quality points) are the numerical equivalent of letter grades and are assigned for each credit earned with a given grade according to the scale indicated below. For example, an "A" in a 5-credit course would give the student 20 grade points. These points express the quality of a student's performance in terms of numbers for determining scholastic achievement and individual and graduation honors.

Grade Point Average
A student's grade point average (GPA) is determined by dividing the total number of grade points earned during a given period by the number of credits for which the student was enrolled and for which he/she received a regular grade during the same period. For example, if a student earns 45 grade points in a given period in which he/she is enrolled for 15 credits; his/her GPA for the quarter will be 3.00.

Grade Points Explanation

A	4.0	Excellent Attainment
A-	3.7	
B+	3.3	
B	3.0	Highly Satisfactory Attainment
B-	2.7	
C+	2.3	
C	2.0	Satisfactory Attainment
C-	1.7	
D+	1.3	
D	1.0	Insufficient Attainment but with credit allowed
E	0.0	Insufficient Attainment with no credit allowed
P		Pass (used only with the Pass/No Credit option)
NC		No Credit (used only with the Pass/No Credit option)
I		Incomplete
N		In Progress

Use of "I" Grade
The "I" grade (incomplete) indicates that the student did not complete the work assigned for a course because of absence due to illness or an acceptable emergency. Work must be completed within one calendar year or the "I" becomes an "E". Students must initiate the request for an "I" grade (as well as its removal) by request to the instructor. If granted, the instructor will give the student an "I" grade on the grade roster.

VERIFICATION POLICY
Student Academic Services is the only official source for verification of student registration, attendance, and course completion. Instructors should refer such requests to SAS.

WEB SERVICES
Follow these steps to Banner or Canvas on the Internet.
−   If you have not previously given SPU your birth date, you must provide that information to the Student Academic Services office. You will need to fax an enlarged copy of your driver's

license, a request to add your birth date to your student file, and your signature to fax number 206-281-2669. Questions about this can be directed to 206-281-2032.

– Access the main SPU homepage: http://www.spu.edu.
– Under the "mySPU" tab select the "Banner" or "Canvas" option. This is your entry point into SPU's academic record database and online courses.
– Enter your username and password.

> **New Users:** Click the "Are you a new user?" link and follow instructions to set up your account.

> **Previous Users:** If you've previously logged into the Banner Info System click the "Having problems logging in?" link from any login page for 24 hour assistance.

To view your academic records in Banner:
Choose the "Student Menu."
Choose the "Grades & Transcripts Menu" and select the appropriate option.

The campus master calendar, online library resources, and other University information and services may also be accessed through the homepage.

GENERAL PROCEDURES

CREDIT
Each student taking a course for SPU credit or CEUs/Clock Hours must register for the course on SPU's online platform, Destiny, by the course registration date.

COURSE REGISTRATION
In-Person Professional Development Credit Registration
Registration information will be emailed to the instructor or designated contact approximately three weeks prior to the first class session. The email will contain the registration link where students can register for the course, as well as the registration deadline and other policies. Students must complete their registration by the registration deadline agreed upon by the instructor and SPU when the course form was submitted.

Continuing Education Unit/Clock Hours Registration
Registration information will be emailed to the instructor or designated contact approximately three weeks prior to the first class session. The email will contain the registration link where students can register for the course, as well as the registration deadline and other policies. Students must complete their registration by the registration deadline agreed upon by the instructor and SPU when the course form was submitted.

Conference, Institute and other Event Registration
These courses and events typically have special registration procedures that are facilitated by CPE and the instructors are not involved.

Distance Learning Registration
Students may register for distance learning courses online at ce.spu.edu. They direct questions about registration to 800/482-3848 or DLinfo@spu.edu. The instructor should not be involved in the process of registration for these courses, unless otherwise agreed upon with specific partnerships.

Most distance learning courses have open registration allowing students to register for a course at any time during the year. A few selected distance learning courses have specific registration deadlines.

Most distance learning courses must be completed within one year of the student's start date. Each course's completion timeframe is listed in the marketing bulletins and the specific syllabus. When all coursework is completed, the instructor will submit a change of grade memo to SAS.

COURSE WITHDRAWAL
Students may withdraw from a course by logging in to their student account on CPE's registration site, ce.spu.edu. If they are still within their refund window, the appropriate refund will be processed. Notification of withdrawal will not be accepted after the last day of the course. Students failing to withdraw in writing will be given a no credit ("NC"), which will become a permanent part of the student's transcript. Refund policies and procedures can be found here.

Students registering for a distance learning course may withdraw within 21 days of the course start date. A 95% tuition refund will be made for withdrawals within this period. No tuition refunds will be made after 21 days. If students withdraw from a course, they will be instructed to return course materials that were provided (e.g., Study Guide, software, journal articles, etc.) in their original condition to the Distance Learning office or instructor. Materials purchased from the SPU bookstore or from other sources are for the students to keep *or* return following the return policy on the "Required Materials" list included with the Introductory Pages.

TRANSCRIPTS
A transcript contains a student's entire SPU academic history. Seattle Pacific University provides official transcripts for a $5 fee and allows two ways to order official transcripts:
- **Online Transcript Ordering**. To order an official transcript students will need to log into the Banner Information System by going to the **Transcript Ordering Page**. Please be aware you will need to pay by credit card at the time of your request.
    - Find help if you're having **trouble logging in**.
- **Written Request with a Student Signature**. There are three options for requesting a transcript in writing.

Option A: In-Person Requests. Available while you wait (normally between 10-30 minutes). No more than 4 copies can be printed via this option.
Option B. Faxed Requests to (206) 281-2669. All faxed requests will be sent within 2 business days
Option C. Mailed Requests. All mailed requests are processed and transcripts sent within five business days after the requests are received by Seattle Pacific University.

A transcript order form can be obtained at **Download Transcript Order form** (PDF) or you can send a letter that contains the following information:
- Name under which the student attended.
- Student ID number (or Social security number).
- The last quarter and year the student attended.
- If the student is enrolled in a current quarter of instruction, state the number of classes for the quarter.
- The number of official copies required.
- The name and address that will receive the official transcript (student may also pick up transcripts in Student Academic Services).
- If paying by credit card, include the credit card number, expiration date, amount, and signature.
- Student signature is **required** before a transcript can be released.
- If you are faxing or scanning and emailing your transcript request to us you will need to call us during our business hours to provide a credit card number to pay for any official transcripts. Our business hours are Monday, Tuesday, Wednesday, and Friday from 9:00

am to 4:30 pm, and Thursday from 9:30 am to 4:30 pm. **Due to credit card security concerns we cannot accept credit card payments sent by fax or email.**

Unofficial copies of transcripts are free and can be viewed by a student on their SPU account by logging in at www.spu.edu/banner.

While unofficial and official transcripts may be requested at any time, current course information will not be available until five (5) days after SPU receives the grades for a class from the instructor. Official transcripts are released only if the student's account is paid in full.

DISTANCE LEARNING PROGRAM-SPECIFIC INFORMATION

PROPOSING DISTANCE LEARNING COURSES
Instructors who are interested in developing a distance learning course should first contact the Course Management and Registration Coordinator in the Center for Professional Education. If, after discussion about the proposed course's content and format and approval of the Center's director, the decision is made to move forward with the project, the instructor will be asked to develop a draft of the proposed course using the Distance Learning Course Proposal Form sent by the Course Management and Registration Coordinator. This draft may serve as a preliminary course syllabus and would precede completion of a Distance Learning Course Form. While it will not be necessary to have all the course materials completed at the time of submitting the DL Course Form, the instructor must submit a fairly complete course outline that would indicate course goals and objectives, resources to be used, delivery methods to be used, major assignments that would be turned in for evaluation, and grading criteria.

After the course is approved, the instructor will complete production of all course materials and submit them to the Course Management and Registration Coordinator for approval, modification, and editing. Materials will be reviewed for quality, content, and clarity.   Since it can take several months to fully develop a distance learning course, it is important for instructors to allow sufficient time from first proposing the course to the date the course will first be available to students. Students are not able to start the course until it has been finalized and made ready for registration by SPU.

In general, the titles/publishers of books and other learning materials that students will purchase as resources for the course should be submitted to the DL office two months prior to the first day that registration for the course is possible. The DL office will work with the SPU bookstore to order all texts or other purchased materials. Unfortunately, the SPU bookstore is not always able to procure materials, and so there should be alternate venues available for students to purchase legal copies of materials (e.g. Amazon.com).

The instructor shall provide the DL office with a final, original and high-quality electronic version of the syllabus/study guide at least one week prior to the first day of course registration of the quarter the course is being offered.

The course syllabus is often a course study guide or workbook and may be fairly lengthy. Nevertheless, this document is also the syllabus and should contain the following elements:
- course identification: course discipline and number (ex. EDCN 5230), number of credits
- instructor's name, address, phone number, and email address, and available times to be reached for discussion/clarification of course content, assignments, etc.
- learning resources/required texts (These will also be given in the Introductory Pages that the DL office distributes to students when they register.)
- educational goals for the course
- student learning objectives

- requirements for course completion, including clear explanations of course assignments
- due date(s) for completion of course requirements (These are usually in general terms, not in specific dates, since different students can be working on any particular section of the course at any time in the calendar year.)
- process and address for submitting the course assignments
- evaluation procedures and criteria for grading
- quote the DL Academic Integrity statement

Distance learning courses are offered in a year-long academic term from July 1 to June 30. DL courses work on an "open enrollment" basis, so students may register for these courses at any time during the term. Students have 365 days from the start date to complete the course. The date their grade is posted to their transcript will determine which academic year their course will appear on their transcript. Instructors will receive individual student's due dates on the course roster.

ACADEMIC STANDARDS FOR 5000-LEVEL DISTANCE LEARNING CREDIT COURSES
1. Students are expected to spend approximately 20-25 hours per credit in learning activities. These may be hours of instruction via DVD, Dropbox materials, reading, research/writing, one-way audio or video presentation, interactive audio or video presentation, Internet discussion board, practicum/experiential activities or live instruction transmitted via telecommunications medium. Total the instructional hours and divide by 20 to determine the number of credits to be offered for the course.
2. All credit courses must include student products that can be evaluated by the instructor. These products must reflect students' learning and be of substantive nature for the amount of credit earned. The student products must provide an opportunity for individualized and unique synthesis and/or application of the ideas and information learned in the course.
3. Students may not earn more than three credits in one week. Instructors of distance learning courses that are more than three credits must structure the course to assure that the course cannot be completed in less than one week.
4. Distance learning courses must comply with all other standards outlined in this handbook.
5. Since coursework for a distance learning course is done independently, the assignments that are given must, in some way, ensure that students have actually completed the necessary work.
6. As with any academic course, cheating cannot be tolerated. In a distance learning course, it is not generally possible to observe whether or not students are completing their own work. Thus, safeguards against cheating--such as preventing the copying of other students' work or somehow "short-circuiting" course requirements--must be implemented when constructing a course. Students must also sign and return the Original Coursework Submission Authentication form to SPU by the time they have completed a course.
7. It is preferred that courses have a mediated component; that is, some portion of the course's content should be transmitted via online learning platform, audiotape, videotape, or Internet, etc. Since most courses will also have a substantial portion transmitted via print (textbooks, study guide, professional journal articles), the mediated component helps facilitate the learning of students with different learning styles and provides for more diversity and interest in the delivery of course content.
8. Opportunity for interaction between the student and the instructor must be provided. For most year-long DL courses, which are self-paced and have little or no opportunity for face-to-face or limited opportunity for online interaction, the following two methods should be implemented:
   a) The instructor makes him/herself available for phone calls or email messages from students in the course. Phone numbers, email addresses and available times should be posted in the syllabus.
   b) Assignments that are submitted by students are returned with feedback/evaluation/comments. This feedback serves as a critical link between the student and instructor; thus, the more such opportunities that are provided,

the better. A recommended number of feedback/evaluation opportunities is one per credit.
9. The letter grade only system is preferred and highly recommended for distance learning courses. This helps maintain the academic credibility of these courses. (If a pass/no credit grading option is provided, then all policies in this handbook related to academic grading must be met).

COPYRIGHT OF DISTANCE LEARNING COURSES
In most cases the instructor will hold the course's copyright, and SPU will pay no development fees for the course. Expectations for use of the course and its materials will be delineated in the DL *Course Development and Instruction Agreement*.

COPYRIGHT FOR DISTANCE LEARNING COURSE MATERIALS
Instructors developing distance learning courses are responsible for obtaining permission from the author, agency or copyright holder for the use of all published or unpublished borrowed materials. All borrowed materials must be cited in the course materials. Instructors must provide the distance learning office with documentation of permission received for borrowed materials. These authorizations should state that the materials may be reproduced and used for as long as the course is offered (making it clear that this course will be offered for more than one quarter). Copies of all authorizations must be submitted to the distance learning office prior to the duplication of the syllabus/study guide or course materials.

In some situations, the DL staff may agree to seek copyright clearance of selected works. In this situation, the instructor must provide the DL office with all appropriate information for contacting the copyright-holder.

DUTIES OF A YEAR-LONG DISTANCE LEARNING COURSE INSTRUCTOR
The instructor's duties shall include:
(a) evaluating all student coursework thoroughly and fairly and within three weeks of receipt of such work.
(b) grading student coursework according to the criteria established in the course study guide/syllabus.
(c) returning the work of all students who submit postage-paid envelopes for this purpose.
(d) handling administrative aspects of the course, including but not exclusive of, completing the grade report for all enrolled students once course work is turned in or at the end of the term and responding to requests for extensions.
(e) responding to inquiries by students regarding the course (content, assignments, etc.).
(f) maintaining records on students' work—completion and evaluation. At the university's discretion, these records are to be made available for review by appropriate SPU personnel.
(g) supporting and adhering to the course requirements and activities, as outlined in the course study guide/syllabus and approved by SPU. The instructor shall use professional judgment to work with individual students, modifying particular assignments to meet students' unique situations. However, the amount, breadth, and depth of coursework, as designated in the course study guide/syllabus must still be maintained.
(h) informing SPU's Distance Learning office and providing a forwarding address in the event of the instructor will be absent from his/her permanent mailing address for a period greater than twenty (20) days and, thus, unable to perform the duties of this agreement in a timely manner.
(i) when developing the course, obtaining permission from the author, agency, or copyright holder for the use of all borrowed materials which are to be included in recorded or printed course materials. The instructor must provide SPU with documentation of permission to use these previously copyrighted materials prior to the duplication of the syllabus or course materials and must cite in the course materials all borrowed works.

GRADING
For distance learning courses, grade rosters will be emailed to the instructor the first of each month.

EXTENSION POLICY FOR YEAR-LONG DISTANCE LEARNING COURSES
Extensions are available to students who cannot complete distance learning coursework within the allotted time because of illness or other emergency beyond the control of the student. Extensions are granted for an additional 90 days. Students must send a request for an extension in writing to the instructor before their final course deadline. The instructor then forwards a copy of the request with a signed recommendation to grant or deny the request to the SOE-CPE Course Management Coordinator, who will communicate with Kelli Knapp in Student Academic Services. SAS will send official notification to the student. If approved, the notification will include the new course deadline, which is 90 days after the student's course due date. The instructor will receive a copy of the letter. A second extension may only be granted in extreme circumstances and must be petitioned, with documentation, in the same manner as the first.

ACADEMIC INTEGRITY, COMPLAINTS AND APPEALS
A breach of academic integrity occurs when students receive academic benefits that they did not earn through their own work. In its more blatant forms, academic dishonesty includes, but is not limited to: copying another's work on an exam; preparing for an exam by using test questions from a stolen exam; bringing concealed answers to an exam; turning in another person's work as their own; committing plagiarism, that is, copying portions of another's words from a published or electronic source without acknowledging that source.
It is not dishonest to discuss possible answers to an exam question as part of a study group, to discuss ideas for a paper with other members of the class, or to ask a friend to read a draft of a paper for suggestions to improve it, unless the professor has prohibited these activities.
It is not dishonest to summarize, paraphrase, or quote the words of others in a paper so long as the student acknowledges the sources with appropriate citations.

Complete information about the appeal process:
http://spu.edu/acad/UGCatalog/20123/GeneralInfo/policies.asp#2

OTHER CAMPUS SERVICES AND RESOURCES FOR INSTRUCTORS

LIBRARY SERVICES
SPU's library offers collections, services and technology, as well as space for study, research, and meetings.

To access the online catalog, go to www.spu.edu and click on the "Library" tab. Use the username and password created to access your student account online (instructions on page 11 of this document). If you have difficulty logging into the library resources please contact the library for assistance at 206/281-2228.

Please visit the following web page to learn more about library services available to distance learning and online students: http://spu.edu/library/about-the-library/services/services-for-graduates/distance-students

PARKING ON CAMPUS
Parking in any SPU lot is free after 4 p.m. and during summer months and holidays. No parking is allowed at any time in designated or reserved spaces. Street parking is also available. Guest parking passes are available upon request through CPE for departmental events.

SNOW SCHOOL CLOSURE HOTLINE

The Snow School Closure Hotline is 206/281-2800. The recorded message gives information regarding delayed or canceled classes due to snow or severe weather conditions.

PUBLICITY
There are three main avenues for publicizing courses: CPE social media platforms, the CPE website Course Finder, and instructor or agency-produced publicity. Space is provided on the course forms to indicate if you would like your course to be published on the CPE website and/or to be considered for publicity on our social media channels.

To be published on the website, courses must include pre-registration information.
In order to provide consistent quality and use our marketing avenues most effectively, we will:
- Edit course descriptions for publication.
- Choose courses that are consistent with local or state reform and staff development goals.

A course form and syllabus must be completed for each course that is published. If you have any questions concerning marketing or CPE social media platforms, contact the marketing coordinator at cpemarketing@spu.edu.

Instructor or Agency-Produced Publicity
All publicity that lists Seattle Pacific University's name, logo or phone number must be pre-approved to assure compliance with University quality standards.

Instructors and agencies are encouraged to develop their own publicity provided it is sent to the Center for Professional Education with adequate time for review and approval before publication.

OTHER LEGAL RESPONSIBILITIES

ACCESSIBILITY NEEDS
Seattle Pacific University is committed to supporting all persons in achieving a successful, satisfying educational experience. Disability Support Services functions in accordance with regulations or laws, including appropriate sections of the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973, as well as University policy on student support and equal access. Phone: 206/281-2272; TTY: 206/281-2224; Fax: 206/286-7348; Email: dss@spu.edu

REPORTING EMERGENCIES
If any on-campus emergency occurs, contact the campus Office of Safety and Security at 206/281-2911 from any campus telephone. The decision to call 911 is made by Safety and Security. For situations that are not emergencies but need Security's services, please telephone extension 2922. During weekend and evening hours, escort service can be provided for you and your students by calling extension 2922.

For off-campus courses, instructors are responsible for determining how to report any accidents to the agency upon whose premises they are teaching. In addition, instructors must report all accidents or security incidents to the SPU Office of Safety and Security at 206/281-2922 immediately. The Safety and Security Office is open 24 hours a day.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
Seattle Pacific University is committed to meeting the provisions established in the Family Educational Rights and Privacy Act (FERPA), which protects the rights of students who are attending or have attended the University. As an agent of this institution, you are required to understand SPU's FERPA policy and are responsible to adhere to the policy and take precautions to prevent misuse of student data.
http://www.spu.edu/depts/sas/resources/ferpa.asp

POLICY ON NONDISCRIMINATION & TITLE IX
https://wiki.spu.edu/pages/viewpage.action?pageId=68125977

COPYRIGHT INFORMATION
Copyright Policies and Procedure at SPU
http://spu.libguides.com/copyright

Questions and Answers on Copyright for the Campus Community – National Association of college Stores
http://www.nacs.org/toolsresources/cmip/copyright/questions.aspx

SCHOOL OF EDUCATION CONTACT INFORMATION

Seattle Pacific University
School of Education
Center for Professional Education
3307 Third Ave. West, Suite 209
Seattle, WA 98119

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Dr. Pete Renn Director, CPE	rennp@spu.edu	Peterson 2nd Floor	206/281-2028
Erica Suk Course Management & Registration Coordinator	suke@spu.edu	Peterson 2rd Floor	206/281-2505
Jennifer Anderson Budget and Accounting	CPEoperations@spu.edu	Peterson 2nd Floor	206/281-2572
Digital Media Marketing	CPEmarketing@spu.edu	Remote office	
Other Helpful Information:			
CPE FAX	206/281-2271		
CPE General Information	206/281-2274		
SOE Main Office - Peterson 3rd Flr.	206/281-2214		
SOE Distance Learning	800/482-3848		
CPE General 800 Number	800/589-4038		
Transcript Line	206/281-2034		
Student Academic Svcs. General Line	206/281-2032		
Student Financial Svcs. General Line	206/281-2061		