



UNIVERSITY OF  
**NORTHERN COLORADO**

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**College of Education &  
Behavioral Sciences  
Office of the Dean**

**Adjunct Handbook**

**2024-2025**

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## Contact information



### Dean's Office

- Interim Dean of EBS: Dr Nancy Sileo [nancy.sileo@unco.edu](mailto:nancy.sileo@unco.edu)
- Associate Dean of EBS: Dr. Robyn Hess [robyn.hess@unco.edu](mailto:robyn.hess@unco.edu)
- Associate Dean of EBS: Dr. Ginny Huang [jingzi.huang@unco.edu](mailto:jingzi.huang@unco.edu)
- College SFS Specialist: Kelly Trinch [Kelly.trinch@unco.edu](mailto:Kelly.trinch@unco.edu)



### Extended Campus Leadership:

- Executive Director, Dean: Arte Libunao [arte.libunao@unco.edu](mailto:arte.libunao@unco.edu)
- Director of Program Operations: Ann O'Connor [ann.oconnor@unco.edu](mailto:ann.oconnor@unco.edu)
- Accounting & Scheduling: Marissa Stedman [Marissa.Stedman@unco.edu](mailto:Marissa.Stedman@unco.edu)
- Loveland Campus: [LovelandCenter@unco.edu](mailto:LovelandCenter@unco.edu) 970-351-1749
- Denver Center at [extended.campus@unco.edu](mailto:extended.campus@unco.edu) 303-637-4335

## Getting Started:

### Paperwork to complete for UNC

You should have received an email from Alyssa Miles ([alyssa.miles@unco.edu](mailto:alyssa.miles@unco.edu)), our HR Specialist, where you have been provided with the forms below. If you have not, please use the links provided and submit to one of them as soon as possible.

- W4 Form [2024 Form W-4 \(unco.edu\)](#)
- Disclosure and Consent Form for Background Release [https://www.unco.edu/human-resources/pdf/hr-forms/Background Release NEW.pdf](https://www.unco.edu/human-resources/pdf/hr-forms/Background%20Release%20NEW.pdf)
- Automatic Deposit Agreement, you will have to attach a voided check or a letter from your bank to this document. [direct deposit agreement rvsd 2019.pdf \(unco.edu\)](#)
- I-9 Form, note-acceptable documents are listed on page 3. <https://www.unco.edu/human-resources/pdf/hr-forms/i-9-printable-expires-10-31-2022.pdf>
- PERA Membership Disclosure [pera membership disclosure new.pdf \(unco.edu\)](#)
- Personal Data Form [Personal Data Form-2022.pdf \(unco.edu\)](#)
- Retirement Plan Election Form [2022-ORP-Election-Form.pdf \(unco.edu\)](#)
- Social Security Statement [Form SSA-1945 \(5-2004\) new draft 12 10 2004 no date.pmd \(unco.edu\)](#)

**Note:** *These forms only need to be filled out if you are a new adjunct instructor or you have not taught for UNC for more than one year.*

### For Adjuncts Teaching Graduate Level Courses

All adjuncts teaching graduate level classes need to obtain Graduate Lecturer Status. The School Director, College Dean, and Graduate Dean must sign the completed form.

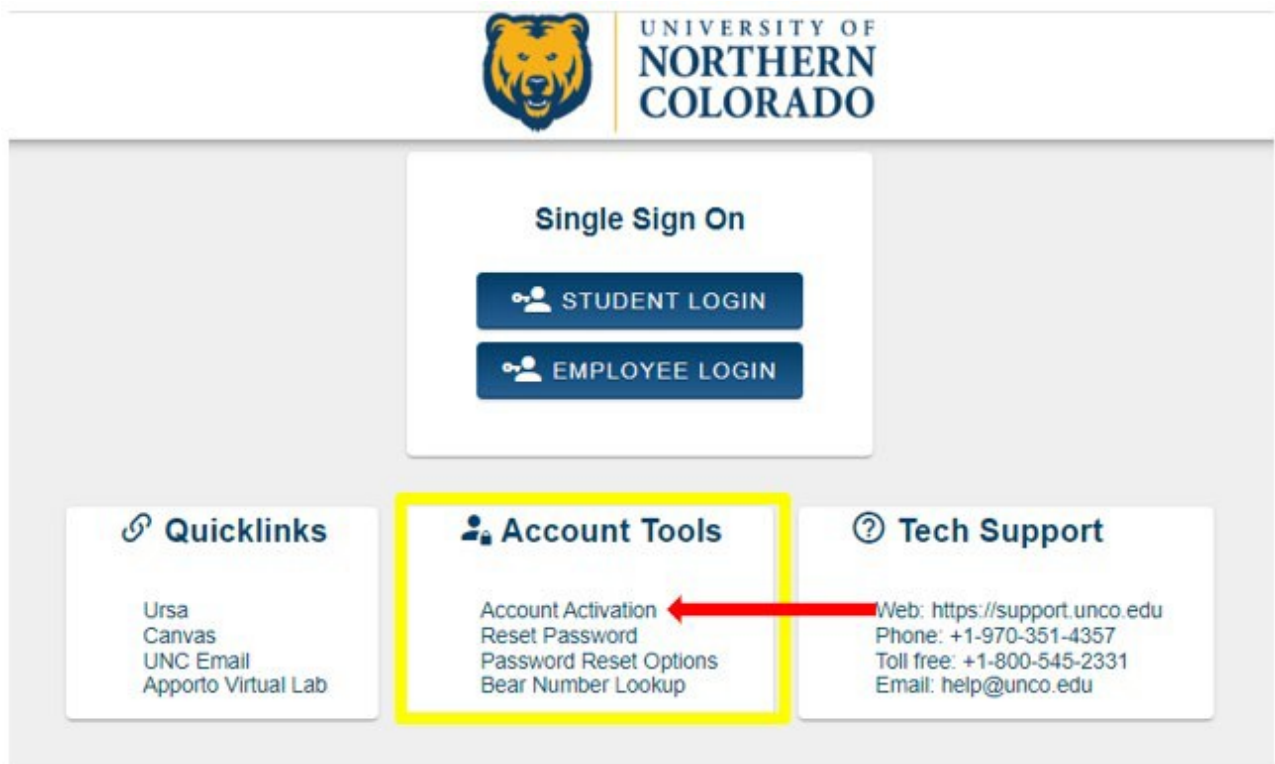
- [Click here for necessary forms](#)
- Submit the signed forms and include a vitae/resume to the program Director for remaining signatures

### How to activate your UNCO account:

After you have completed the necessary paperwork, you will be given an email address ([firstname.lastname@unco.edu](mailto:firstname.lastname@unco.edu)).

**Step one:** Go to [ursa.unco.edu](http://ursa.unco.edu)

**Step two:** Activate your account. You will create a password when you log into URSA for the first time. The username will always be [firstname.lastname@unco.edu](mailto:firstname.lastname@unco.edu). Your password will need to be updated every 6 months; the system will warn you before it expires. Call information management and technology (IMT): 970-351-4357 for problems logging in.



The screenshot shows the University of Northern Colorado (UNCO) website interface. At the top, there is the UNCO logo (a bear head) and the text "UNIVERSITY OF NORTHERN COLORADO". Below this, there is a "Single Sign On" section with two buttons: "STUDENT LOGIN" and "EMPLOYEE LOGIN". Below the sign-on section, there are three main navigation boxes: "Quicklinks", "Account Tools", and "Tech Support". The "Account Tools" box is highlighted with a yellow border and contains a list of options: "Account Activation", "Reset Password", "Password Reset Options", and "Bear Number Lookup". A red arrow points from the "Account Activation" option to the "Account Activation" text in the "Tech Support" box. The "Tech Support" box contains contact information: "Web: <https://support.unco.edu>", "Phone: +1-970-351-4357", "Toll free: +1-800-545-2331", and "Email: [help@unco.edu](mailto:help@unco.edu)".

### Payment and Contract Information:

Contracts are awarded on a semester basis and require acknowledgment.

Please follow the directions as listed to acknowledge your contract:

- Access SSB FLAC Assignments
  - Step 1: Log into school portal
  - Step 2: Click on the “**Employee**” tab.
  - Step 3: Then “**Faculty Load and Compensation**”
  - Step 4: From the Faculty Load and Compensation page, select **Compensation and Acknowledgement**.



UNIVERSITY OF  
NORTHERN  
COLORADO

Step 2

Personal Information Student Faculty Services **Employee** Finance

Search  Go

## Employee

[Time Sheet](#)

[Leave Report](#)

[Benefits and Deductions](#)

Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)

W4 information, W2 Form or T4 Form.

[Jobs Summary](#)

[Leave Balances](#)

[Campus Directory](#)

[Faculty Load and Compensation](#)

[Parking Services](#)

Purchase parking permits, pay parking fines, view permit and citation history.

RELEASE: 8.9.1.3

Step 3



UNIVERSITY OF  
NORTHERN  
COLORADO

Personal Information Student Faculty Services **Employee** Finance

Search  Go

Step 4

## Faculty Load and Compensation

[Compensation and Acknowledgement](#)

RELEASE: 8.9.1.3

*Note: Instructional and Non-Instructional assignments can be viewed from this page, along with the associated total compensation for Instructor and Faculty Contract Types.*



- To view the associated Contract texts for the assignments, the employee can click on the *note icon* next to **Contract Note**. This text includes the appropriate *at will contract language* for Instructor Contract Types and any defined language for Faculty Contract Types.

Select desired Term and the Go button. Only those assignments with a check next to Faculty Acknowledgment have been finalized in Banner with Instructional Services and Human Resources. Those assignments without a check are still being finalized in Banner.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select the icon under Subject and Course to view the Course Information window. If available, select the Course link to view the Course Calculation Page. Select the link on the Work Load number to view the workload calculation.

Name and ID: [Redacted]  
 Term: \* 201220 - Fall 2011 [Go]

299520-00 Asst HR Director [Faculty Acknowledgment:  Acknowledgment Date:  
 Organization: 118300, Human Resources Ops  
 ⚠ Job is not available for Acknowledgement at this time. Please retry at a later date.  
 Contract Type: Faculty Contract Note: 📄

611795-00 Instructor - PSY [Faculty Acknowledgment:  Acknowledgment Date: 02/26/2012  
 Organization: 111795, PSY Psychology  
 Contract Type: Instructor Contract Note: 📄

CRN-Session	Subject and Course	Section	College	Department	Work Load	Credit Hours	Contact Hours	Head Count	Responsibility Percent	Compensation
2096-01	PSY-235- Psychology	C12	CC		3.000	3.000	0.000	0	100	2,130.00
Calculated Compensation:										2,130.00

- Clicking on available links will provide some basic details associated with those fields. Review the courses and pay and contact HR if you have questions or concerns.

## Compensation and Acknowledgement

Select desired Term and the Go button. To acknowledge your review of this information, select the check Selected Positions button.

To navigate this page: Select the icon next to Contract Notes to view the Contract Notes window. Select window. If available, select the Course link to view the Course Calculation Page. Select the link on the comments.

Name and ID: [Redacted]  
 Term: 202130 - Spring 2021

Check this box

E99661-A1 Mgr of Payroll  
 Organization: 51230, Payroll **Faculty Acknowledgment**  Acknowledgment Date:  
 ⚠ Job is not available for Acknowledgement at this time. Please retry at a later date.  
 Contract Type: Adjunct Faculty Contract Note: 📄

E99661-A2 Mgr of Payroll  
 Organization: 51230, Payroll **Faculty Acknowledgment**  Acknowledgment Date:  
 ⚠ Job is not available for Acknowledgement at this time. Please retry at a later date.  
 Contract Type: Adjunct Faculty Contract Note: 📄

- Check the box next to **Faculty Acknowledge**, then **Save**.
  - In most cases, the pay rate for adjunct instructors is **\$1,260** per credit hour, however there are some circumstances where the pay rate is slightly different from this amount (e.g., Emeritus, variable credit course)
  - Pay is distributed monthly, over the term of the contract. You will be paid on the last business day of the month; it will be direct deposited in the bank account you listed.

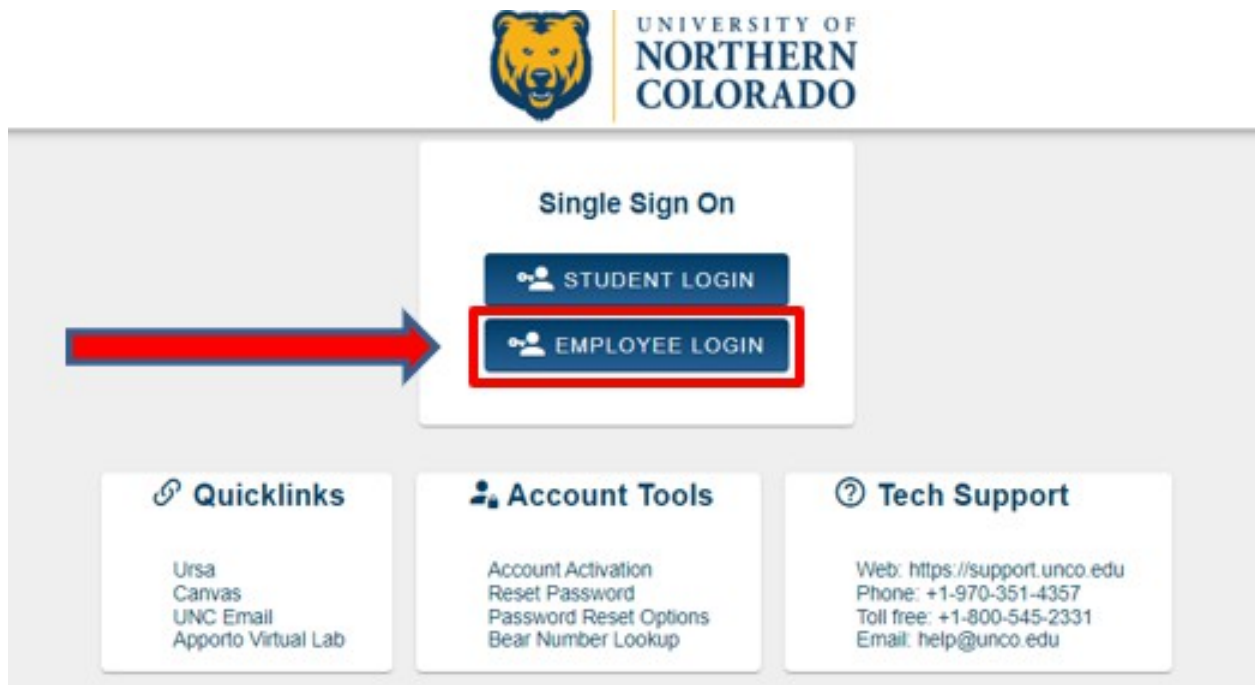
## Program Platforms

- **URSA** – [Click Here for Instructions to Access URSA](#)
  - This the main dashboard where you access your class roster, room assignments, and employee information (pay stubs, etc.)
  - The **Faculty and Advisor Tools** section is used for all course-related and student information. This is also where you will enter final grades.
  - The **Employee** tab at the top is for all personal information. This is where you can find information on payroll and taxes.
  - [Click Here to Access URSA](#)
- **Canvas** - Canvas is UNC's learning management system.
  - Canvas is where adjunct faculty members will access student rosters, post assignments, and keep track of grades in grade book through the semester (end of semester grades are entered on URSA). There are numerous tutorials and helpful links of Canvas.
  - CETL (Center for the Enhancement of Teaching and Learning) is available for training sessions or one-on-one tutorial on how to use Canvas.
  - [Click Here to Access Canvas](#)
- **OnBase** – OnBase is the system used to submit grade changes.
  - When you select Submit grade changes from your URSA account, you will be redirected to OnBase



- **Faculty Success** – Sign into your URSA to access Faculty Success previously known as Digital Measures. This is an online curriculum vitae; any classes you teach should be listed, and at the end of the semester, you will add your course evaluation scores at the end of the semester.

**Step 1:** Sign into your URSA



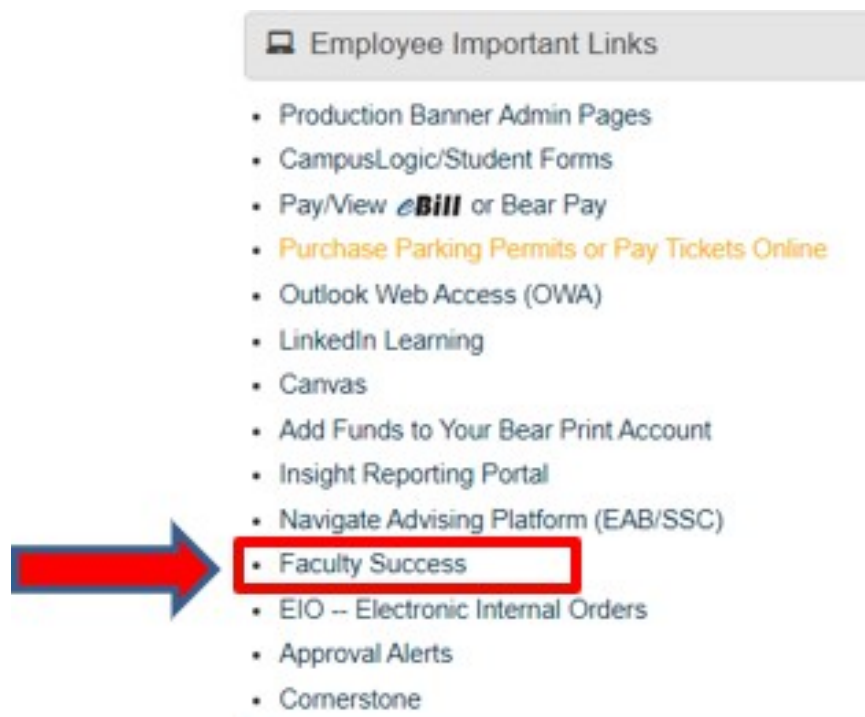
**Step 2:** Click on **Employee Tab**



**UNC Emergency Alert** • [Learn more](#)

The **UNC Emergency Alert** is a voluntary program that will be used to communicate with members of the campus community only during critical, urgent or disruptive incidents such as severe weather (tornado warnings, winter storm warnings), an imminent threat involving UNC Police or other public safety agencies, or campus and building closures. The university will use the UNC Emergency Alert to keep the campus community up to date and aware of the actions of, and advisories from, the campus, city, county and state officials.

**Step 3:** Under Employee Important Links, click on **Faculty Success** your courses will be listed there; however, you must add your Personal contact information.



***Required information under Faculty Success platform***

- Highest degree earned and field of study must be entered (if the field of study is different from the discipline being taught, we must document that the discipline meets the tested experience criteria of the hiring department)
- For instructors, including adjuncts, who do not possess a masters (required for teaching undergraduate courses) or a terminal degree (required for teaching graduate courses), we must list the instructor’s qualifications that meet the department’s tested experience criteria in the appropriate section of Watermark.

***Optional but Recommended Information***

- Relevant licensures and certifications listed
- Transcripts uploaded to *degree section*
- Curriculum Vitae uploaded to *tested experience*

*Note: See the department chair or school director to obtain a copy of the tested experience criteria. They will complete that section of Watermark.*

## Information Management & Technology (IM&T)

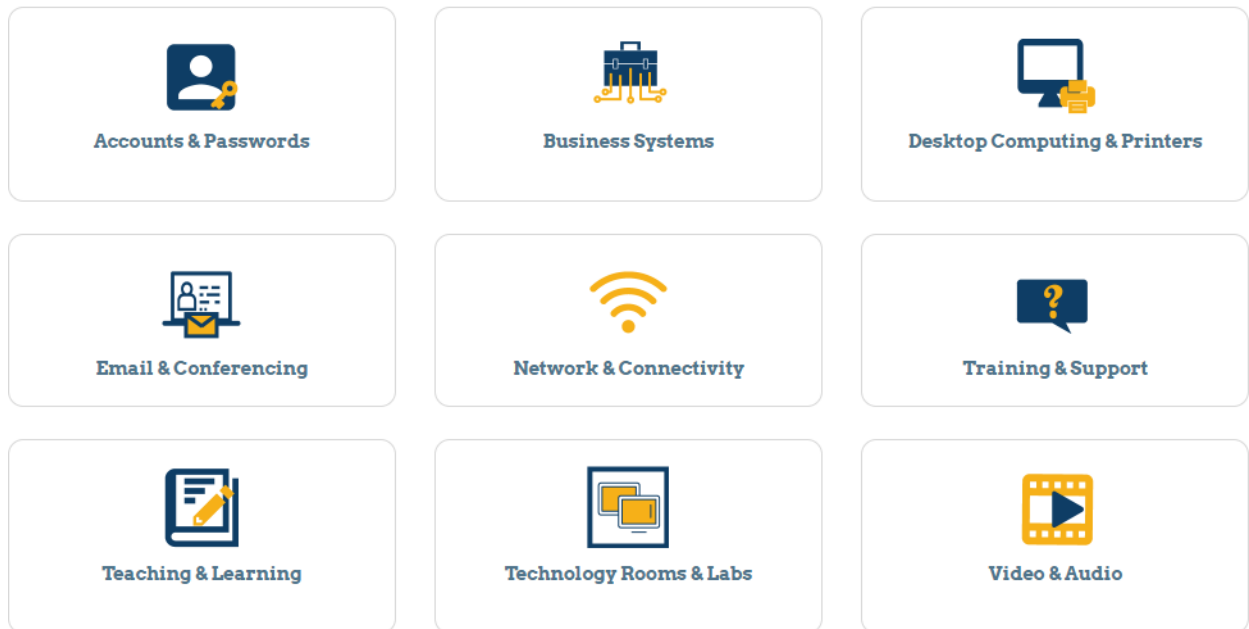
### UNC Technical Help Office

- **Phone:** 970-351-HELP (4357)
- **Email:** [help@unco.edu](mailto:help@unco.edu)
  - IM&T addresses login problems, classroom support, and account access for URSA and CANVAS.
  - If you are having technical problems in the classroom when you are teaching, the IM&T (Information Technology & Technology) technicians will usually be able to assist you promptly.

### You can also access IM&T online at:

- <http://help.unco.edu>
  - When you scroll down to the bottom of the page you will find the **Technology Services** menu:

## Technology Services



- **Accounts and Passwords-** Here you can request a password change for all systems.
- **Teaching and Learning-** Here faculty can find multiple resources pertaining to teaching in the classroom as well as online. Resources include:
  - Apporto Virtual Lab
  - Canvas (LMS)
  - Digital Measures
  - Evaluation Kit
  - iClicker
  - LinkedIn Learning
  - Microsoft Teams
  - Panopto-UNC online video platform
  - Project Request
  - Virtual Lab (VDI Horizon)
  - Zoom
  - Faculty Success

- **Network and Connectivity**

Here faculty can find the information as follows:

- Multifactor Authentication (MMFA)
- How to access Shared Drives off campus
- Wireless Connectivity for Employees, Students and Guests

*Note: If you are having technical issues, you can also use the Submit a ticket option on the main page.*

**CEBS Support Canvas Course –**

- There is a module in Canvas that all faculty staff have access to which addresses many of the most frequently asked questions as well as key documents needed for instruction. This course will be helpful for any specific task you need assistance with.

**Campus Information:**

**Keys, Copier Access, and Office Supplies**

- For key & UNC ID swipe access, please reach out to:
  - Andy Riley at [andy.riley@unco.edu](mailto:andy.riley@unco.edu)
  - Alyssa Miles at [alyssa.miles@unco.edu](mailto:alyssa.miles@unco.edu)
- They will complete the key request card form to submit to the UNC Service Center.
  - Please provide:
    - ✓ Name
    - ✓ Location
    - ✓ Bear number
    - ✓ Phone number
  - Once the key/UNC ID is ready, the UNC Service Center will let the individual know.
- Andy Riley will be your contact person for:
  - Copier and scanner access
  - Office Supplies, if you would like a specific product, please provide the Business Office Depot or Amazon Business link of the product you are ordering to ensure.
- All mail comes to the Office of the Dean, McKee 126, mail room
- Each unit gathers their mail and distributes to their specific areas.
- For Packages, the recipient will be notified through email when the package has been delivered. When pick up you will be required to sign for confirmation of pick up at the front desk in the Dean's office.

*Note: If you are an adjunct faculty for the School of Teacher Education, Cheryl Sparks [cheryl.sparks@unco.edu](mailto:cheryl.sparks@unco.edu), will be your contact for supplies.*

## Room Assignments

- Your room assignment should appear on URSA when you look up your course. If there is a problem with the room (e.g., not the proper set up for the class), contact [Susan.Allen@unco.edu](mailto:Susan.Allen@unco.edu)
- If the door to your classroom is locked, please come to McKee 126 for assistance.
- For graduate level needs, contact Ellen Foley [Ellen.Foley@unco.edu](mailto:Ellen.Foley@unco.edu)
- If you are an adjunct for STE, please contact [Cheryl.Sparks@unco.edu](mailto:Cheryl.Sparks@unco.edu) for all scheduling and room assignment questions or concerns.

## Office availability

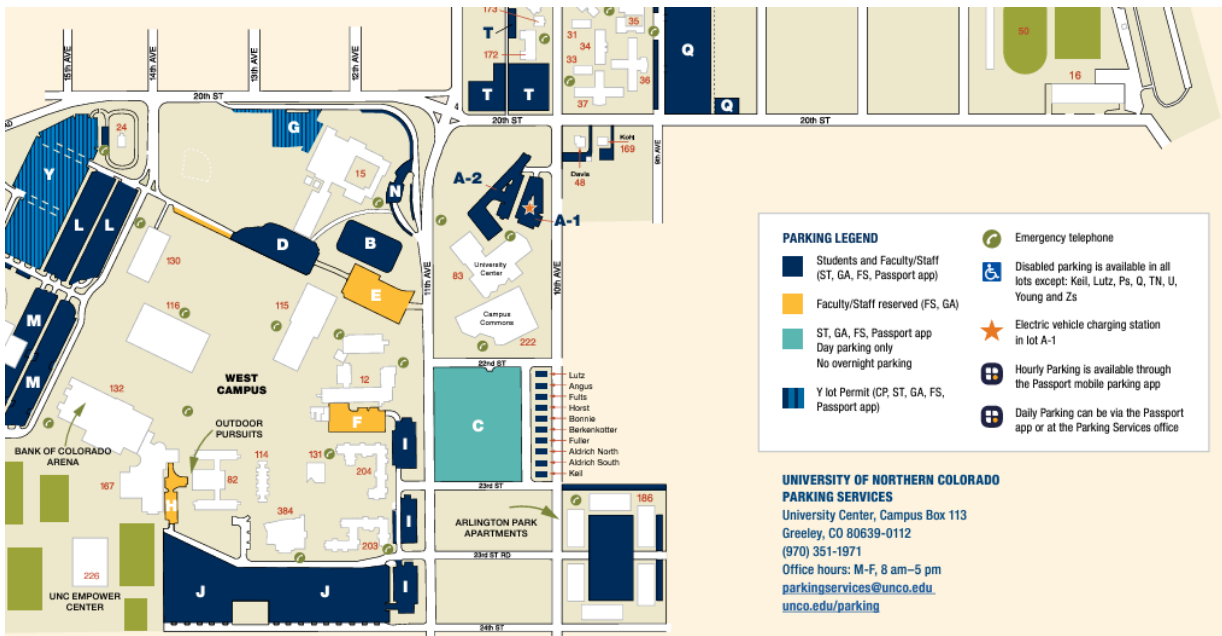
- If you would like an office, please notify the unit leader to determine availability.
- Contact Kelly Trinch, [Kelly.Trinch@unco.edu](mailto:Kelly.Trinch@unco.edu) to have a key to the office assigned to you. *Note: that the key will need to be turned into facilities at the end of the semester.*

## Computer Equipment

- Contact Information Management and Technology (IM&T) for any technology that you need or technology questions you may have. [Click here to go directly to IM&T website](#)

## Parking

- Any car parked in the UNC lots during the week between the hours of 8-5 must have a parking tag.
  - [Click here for UNC Parking Services](#)
- The three parking lots closest to McKee hall are lots B and D (students and faculty/staff), and lot D (faculty/staff).
- Hourly parking is available through the Passport mobile parking app. Daily parking can be via the Passport app or at the Parking Services office.



## Extended Campus Information

- Ann O'Connor, Director of Program Operations [ann.oconnor@unco.edu](mailto:ann.oconnor@unco.edu) can assist with general questions or direct you to the correct person to answer your questions.
- For questions pertaining to Extended Campus faculty pay, instructor travel, reimbursement for program expenses, and scheduling. Please contact, Accounting & Scheduling Coordinator, Marissa Stedman: [Marissa.stedman@unco.edu](mailto:Marissa.stedman@unco.edu)
- For a list of Extended Campus Personnel [click here](#)

## Guidelines for Teaching:

### Syllabus:

Use the model syllabus for the designated course to develop your own syllabus. Submit it to the unit leader or program coordinator for approval prior to the start of your course. When it is approved, submit to [absdeansoffice@unco.edu](mailto:absdeansoffice@unco.edu) so it can be stored in the EBS SharePoint drive.

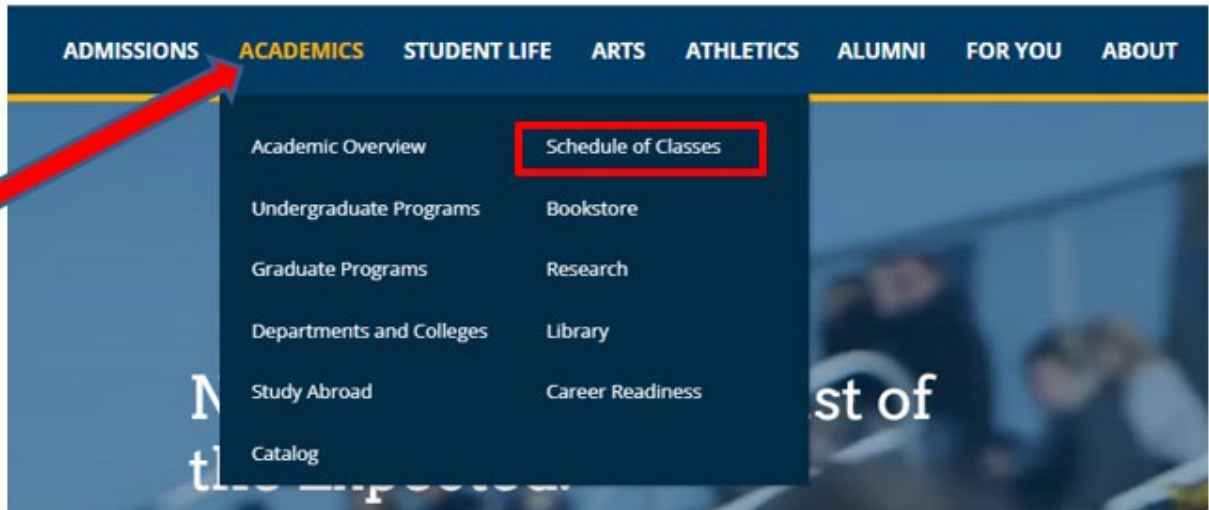
- Any alterations to the syllabus made by an adjunct instructor should be approved by the Department Chair or Unit Director.
- Course description, course objectives/outcomes, and major course assessments or projects cannot be altered by instructors.
- Syllabi need to include Syllabus Statements determined by the University and can be found on the [Center for the Enhancement of Teaching & Learning](#) webpage.

## General Guidelines for teaching

### Course Schedule

- To access a public course schedule
  - Go to [UNCO's Website](#) and hover over **Academics**.
  - From the list that appears select Schedule of Classes





- Once you have arrived on the Schedule of Classes webpage you will click on **GO TO THE SCHEDULE OF CLASSES**

## Schedule of Classes

The schedule of classes search displays all UNC class offerings, including

- On-Campus
- Extended Campus (Off campus)
- Liberal Arts Core (General Education)
- Hybrid
- Online classes



- On the drop-down Menu you will select the **Given Semester**



This screenshot shows the 'Term' dropdown menu open, with 'Fall 2022' selected. Below the menu are radio buttons for 'Subject' (selected), 'LAC Areas', and 'GT Pathway Areas'. A large empty box is intended for course results. At the bottom, there is a checkbox labeled 'Only show courses with seats available' which is currently unchecked. Below this are 'Run' and 'Reset' buttons. A red arrow points to the 'Term' dropdown menu.

*Note: If you are wanting to view all courses that are offered in the semester, including full courses you will need to make sure the box labeled; **Only show courses with seats available** is unchecked.*

- Once the semester is selected you will be able to choose the courses you want to view by subject. Select the subject you are looking for and then click **Run**.

This screenshot shows the 'Subject' dropdown menu open, displaying a list of subjects including 'All', 'AFS - Africana Studies', 'ANT - Anthropology', 'APCE - Applied Psy&Counselor Ed', 'ART - Visual Arts', 'AS - Aerospace Studies', 'ASIA - Asian Studies', 'ASL - American Sign Language', 'ASLS - Audiology&Speech Lang Sci', 'AST - Astronomy', 'AT - Athletic Training', 'BA - Business Administration', 'BAAC - Accounting', 'BACS - Computer Information Syst', 'BAFN - Business Finance', 'BANG - Management', 'BANK - Marketing', 'BIO - Biology', and 'BREW - Brewing Lab Sciences'. Below the list is the 'Only show courses with seats available' checkbox, which is unchecked. A red arrow points to the 'Run' button.

- **Textbooks**
  - Changes cannot be made to the assigned text in the course unless discussed with the primary instructor or unit leader.
  - The primary instructor will let you know if the text has already been ordered for your section. [Click here to access Textbook Entry Site](#)
  - You may obtain a copy of the textbook (free of cost) by contacting the publisher and requesting an “exam copy.”
- **Communication with primary instructor or unit leadership**
  - Meet with the primary instructor/unit leader prior to the start of the semester to discuss any questions.
  - Please check in (via email, phone, or in person) at least once a month with the lead instructor/unit leader to update the status of the course and discuss any feedback.
  - Some of the course assignments are required in all sections of the course, and thus, cannot be changed or eliminated. Please contact primary faculty to determine what assignments cannot be changed.
  - During the first semester, either the program coordinator or the lead faculty member may schedule an observation to observe the instruction.
- **Class Cancellations**
  - If you need to cancel class (illness, emergency) you must:
    - ✓ Alert students via Canvas announcements
    - ✓ Alert your unit leader

### **Student Concerns**

Any student concerns (attendance, plagiarism, etc.) should be reported to the primary faculty member and the unit leader.

- **How to find a class list with bear numbers**
  - ✓ Log into **URSA**
  - ✓ Click on the **Employee tab**
  - ✓ Click on **Self Service Banner** under General Information
  - ✓ Click on **Faculty and Advisors**
  - ✓ Then click on **CRN Selection** and then **Select the Term**

*Note: If you select any specific course and hit “submit,” then select the Summary Class List option, it brings up the list with the Bear numbers and number of credits.*

- **How to clear a student for registration**
  - ✓ Log into **URSA**
  - ✓ Click on the **Employee tab**
  - ✓ Click on **Self Service Banner** under General Information
  - ✓ Click on **Faculty and Advisors**
  - ✓ Click on **Registration Overrides**
  - ✓ Select the **term** from the drop-down and click **Next**
  - ✓ Enter the student’s Bear number OR last name and first name, then click **Submit**.

- ✓ The next screen will have a place where you can select the course to provide a registration override (only your courses will be listed).
- ✓ Under the **Override** column, select **InstrConsent Including Capacity**
- ✓ Click **Submit**
- ✓ You should see the course listed under **Current Student Overrides** listed located at the bottom of the page.

### **Progress Reports**

- UNC uses a mid-term progress report to identify students who may be struggling in their classes which can help direct them to advisors and faculty who can give them timely help and direction.
- Around the 5th week of classes, the AVP for Student Academic Success will send a **Request for Feedback** on select students who are participating in specialized academic programming or identified as someone of concern in their academic program.
- Instructors are sent an email with a **hyperlink** to a page that allows them to indicate which of the students included in the request may be having difficulty and to specify the reason for that difficulty (e.g., excessive absences).
- Once the report is submitted, the information will be shared with the student by the student's advisor/academic coach, with the intent of addressing any issues before they become too serious.
- Feedback to the student may include utilizing your office hours to discuss questions they have or to gain a better understanding of the ways they could be more successful.
- These progress reports are helpful for providing early intervention to students who need support, so to better serve the students these are an important tool for their success.

*Note: Progress reports do not replace an instructor's responsibility to address concerns. When students are frequently absent or miss assignments, instructors should continue to communicate care and offer support.*

### **Entering Final Grades:**

Final grades need to be submitted by the due date set by UNC. *There are no exceptions.*

- **How to enter the final grades:**
  - Log in to **URSA**

- Click on the **Employee tab**.
- Click **Final Grades** under **Employee Important Links**
- Enter students' grades. Click **Submit**.
- **Administering an Incomplete**
  - Incomplete grade can be assigned when appropriate.
  - To view the [Incomplete policy Click Here](#)
  - Incomplete grades can be assigned when appropriate.
  - To administer an incomplete, you will need to check with your primary faculty or Unit leadership for student eligibility.

*Note: If you are not teaching in a subsequent semester, you may not have access to URSA/OnBase to change the grade. You will need to work with the program coordinator/unit leader to submit the grade change.*

- **How to submit a grade change**
  - Log in to **URSA**
  - Click on **Employee Tab**
  - Click on the **Listing Grades**
  - Here you will find the **Grade Change Request Form**
  - This form will be submitted to your Department Chair or Director.

*Note: For additional assistance with this form please contact your Department Chair or Director.*

### **Connecting with the CEBS Community**

- Adjunct faculty are welcome to attend monthly faculty meetings, program meetings, and encouraged to participate in other university events.
- Please contact the leadership team in your unit for dates and times.

### **University Policies:**

[Click here](#) for UNC Board Policy regarding students' documents and class materials

### **2-3-408 Records (p.98)**

Faculty will maintain student records for at least one semester from the date the class ended. Faculty members who resign/retire, conclude a term contract, or otherwise terminate their employment with the University will leave all student records with the department chair/school director or his or her designee in the program area prior to leaving the University. Such records include grade books or other documentation for assigning grades; and include exams, papers, projects, etc., which have not been returned to students. The department chair/school director or his or her designee in the program area is responsible for collecting this material and having it available upon request. Records need to be collected and retained only to cover the period in which an academic appeal could still be filed.