

Drexel Faculty Teaching Guide

2014-2015 Academic Year



**Drexel Center for
Academic
Excellence**

www.drexel.edu/dcae



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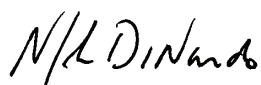
WELCOME FROM THE SENIOR VICE PROVOST FOR ACADEMIC AFFAIRS

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Drexel's mission speaks of Anthony Drexel's vision of "preparing each new generation of students for productive professional and civic lives while also focusing our collective expertise on solving society's greatest problems." As faculty, our research and teaching provide the foundation of fulfilling Drexel's mission, and the community of faculty scholars across Drexel is remarkable in its interdisciplinary and collegiality. Research, scholarship, and creative work at Drexel are groundbreaking and impactful, with faculty and students working collaboratively to create new knowledge and to apply their scholarly activity to advance progress in the region, nation, and world. Our faculty's commitment to teaching with an experiential focus provides each member of Drexel's diverse student body opportunities to accept challenges and to work to realize individual career ambitions and personal goals - as each student develops as an engaged global citizen and professional practitioner.

We continually celebrate the contributions of all Drexel's faculty and strive to provide them with the resources and interactions to make their careers flourish as they achieve their own personal and professional ambitions. The Office of the Provost through the Drexel Center for Academic Excellence provides many resources for Drexel faculty to develop their talents, interests, and values participating in various activities within a supportive and collaborative environment. The Center's mission stresses a commitment to "collaborate with faculty in attaining excellence in teaching through reflection and the acquisition of skills that enable them to assist diverse students in the development of deep and effective learning for the global world, and to work with students to develop strategic learning for the 21st Century." I trust that you will always find Drexel to be collaborative across all constituencies as we pursue a common vision in higher education.

As you continue your career at Drexel, we look forward to new opportunities - for you and for us collectively - as we grow together professionally and develop new friendships in the process. I want to wish you a warm welcome and let you know that I stand ready to assist you in any way I can. I encourage you to participate in the activities of the Drexel Center for Academic Excellence and share your thoughts and suggestions which we truly value. I thank the staff and fellows of the Center for their commitment to create an intellectual and social environment that will benefit all Drexel faculty in the years to come.



Senior Vice Provost for Academic Affairs
Office of the Provost
215-895-2510





A NOTE FROM THE DREXEL CENTER FOR ACADEMIC EXCELLENCE

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Barbara Hornum

Launched in 2005, the Drexel Center for Academic Excellence (DCAE) is committed to providing a variety of services to all Drexel University faculty to enhance, augment and improve their academic and professional experiences. We are committed to the premise that student learning is inextricably linked to effective teaching, and our Adjunct/Part-Time faculty members are a vital component of this relationship.

We offer a wide variety of programs that meet the needs of faculty at various stages in their careers and on a wide range of topics related to meeting those needs. Among the services we offer are topical workshops, confidential individual consultations on teaching, customized workshops for departments and colleges, and opportunities to meet and interact with colleagues across the university in formal and informal interactions. In addition, we offer opportunities to meet and learn from nationally known experts. We also offer a variety of services specifically addressing the unique needs of Adjunct/Part-Time faculty. While reviewing this handbook you will find a weblink to our website, and I hope that you will take a moment to familiarize yourself with the resources and programs we have to offer you. Welcome to Drexel!

Barbara Hornum, PhD

Director, Drexel Center for Academic Excellence

Associate Professor, Department of Culture and Communication

Dana D'Angelo, MBA

Assistant Director, Drexel Center for Academic Excellence

Clinical Professor, Department of Finance

Dana D'Angelo



Drexel Center for Academic Excellence

The Drexel Center for Academic Excellence (DCAE) offers a variety of faculty development activities. In addition to monthly workshops, the Center sponsors faculty to present on topics of teaching and learning in higher education at conferences; offers confidential one-on-one consultations; sponsors faculty learning communities (FLCs) each academic year around various topics related to teaching and learning; and sponsors a university-wide showcase of teaching with features faculty from across all disciplines sharing their classroom practices.

Prior to the start of the term, take some time to look over the information contained on the DCAE websites, making sure to note of any activities that might interest you:

- DCAE Website: <http://www.drexel.edu/provost/dcae>
- DCAE Contact Information: Tel: 215-895-4973, E-mail: dcae@drexel.edu
- DCAE Calendar of Events: <http://drexel.edu/dcae/workshops/schedule/>

The Drexel Center for Academic Excellence is located on the University City campus in the Korman Center Building (15 S. 33rd Street), Room 291.

Absence Policy

Absence from Class Policy: <http://drexel.edu/provost/policies/absence.html>

Please review the policy above regarding excused student absence due to illness, university-sponsored activities and the like. Your policy regarding attendance needs to be clearly stated on the syllabus with a note on how lack of participation and absences affect the final course grade.

Academic Dishonesty

Drexel's Official Academic Dishonesty Policy: http://drexel.edu/provost/policies/academic_dishonesty.asp

Drexel University Student Handbook: http://drexel.edu/studentaffairs/community_standards/studentHandbook/

Faculty should include the university's plagiarism and cheating statement on their syllabus. Failure to include one could rebound on the instructor. Questions about Academic Integrity violations and reporting should be directed to the Office of Student Conduct and Community Standards at 215-895-6074 or SCCS@drexel.edu.

Please place this statement on your syllabus verbatim.

"Drexel University Policy on Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism covers unpublished as well as published sources.

Examples of plagiarism include, but are not limited to:

- Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source
- Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words, without acknowledgment of the source
- Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgment of the source

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Academic Dishonesty (continued)

- Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own
- Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work

Students are urged to consult with individual faculty members, academic departments, or recognized handbooks in their field if in doubt regarding issues of plagiarism."

Cheating Statement (Source: Student Code of Conduct):

Please place this statement on your syllabus verbatim.

"Drexel University Policy on Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that he or she has not mastered. Examples include, but are not limited to:

- Copying from another student's test paper
- Allowing another student to copy from a test paper
- Unauthorized use of course textbook or other materials, such as a notebook to complete a test or other assignment from the faculty member
- Collaborating on a test, quiz, or other project with any other person(s) without authorization
- Using or processing specifically prepared materials during a test such as notes, formula lists, notes written on the student's clothing, etc. that are not authorized
- Taking a test for someone else or permitting someone else to take a test for you"

TEACHING RESOURCES & POLICIES

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Accessibility (Disabilities) Statement

Office of Disability Resources—Faculty Responsibilities and Best Practices page:

<http://www.drexel.edu/oed/disabilityResources/faculty/Working-Students-Disabilities/Faculty-Staff-Responsibilities/>

Instructors need to place the following statement regarding accommodations for disabilities verbatim on the syllabus:

Students requesting accommodations due to a disability at Drexel University need to present a current Accommodation Verification Letter (AVL) to faculty before accommodations can be made. AVL's are issued by the Office of Disability Resources (ODR). For additional information, visit the ODR website at <http://www.drexel.edu/oed/disabilityResources/Overview/>, or contact the Office for more information: 215-895-1401 (V) or disability@drexel.edu.

The statement should be the same format as other information provided on the syllabus, i.e. font, size.

Audio-Visual & Graphic Services

The Instructional Media Services (IMS) team maintains media equipment in classrooms, trains faculty in the use of media-equipped classrooms, and creates instructional materials. Most classrooms have computer projectors and overhead projectors (for transparencies) installed. To see a description of the A/V equipment in your classroom, visit <http://www.drexel.edu/ims>.

For assistance in a University City campus classroom, call 215-895-2925 or email ims@drexel.edu. For assistance in a Center City campus classroom, call 215-762-8687 or email imscc@drexel.edu. For Graphics services, such as poster printing and design work, call the IMS Graphics lab at 215-895-2926.

TEACHING RESOURCES & POLICIES

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Book Orders

Textbook Ordering Policy: http://drexel.edu/provost/policies/textbook_ordering.asp

The university bookstore will communicate with each university department approximately 8 weeks prior to the new quarter. You will need to provide the title, author, publisher, edition and ISBN of the book. Although a deadline may be set, it is highly recommended that you submit your book orders as soon as possible. Please check with your department to find out the preferred method of book order submissions.

Course Evaluation

It is University policy that course evaluations be completed by students in all courses each term. Please check with your department to find out the delivery method for your particular course evaluations. Please note that in the case of evaluations being distributed in class, the professor must not be present during the completion of the forms.

Final Exams

Final Exam Scheduling Policies and Practices: http://drexel.edu/drexelcentral/courses/exams/final_exam_policies/

Final Exam Schedule: <http://drexel.edu/drexelcentral/courses/exams/>

Except for laboratory classes, a final exam during exam week is required in all courses. Take-home exams, approved in advance by the department head, may be used and are due at the officially scheduled examination time. No final examination may be given in the tenth week of the quarter. Courses with four or more sections may be grouped for a common exam if the department so wishes. There are several common exam periods during the week, and one will be assigned for a particular course.

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Final Exams (continued)

Students may occasionally have three or more exams in one day. If this is the case, students may request relief by having special examinations assigned. All requests may be made to the Provost's Office at least three days before the examination date.

- In the Fall and Spring terms, the courses with higher course numbers will be asked to give a special exam (MKTG 346 is higher than ACCT 111)
- In the Winter and Summer terms, the courses with lower course numbers will be asked to give the special exam (ACCT 111 is lower than MKTG346)

Final Exams for Seniors in Spring Quarter

Final Exams for Seniors in Spring Quarter Policy: http://drexel.edu/provost/policies/pdf/examinations_grading_options_v1.pdf

Senior undergraduate students in their last quarter of academic work who have applied for a degree may be exempted from a final mode of evaluation in their respective course(s). It is the prerogative of the instructor to decide whether a final mode of evaluation will be given for graduating seniors. If the instructor decides to give a final mode of evaluation to graduating seniors, it must be done in the final week of classes and not during the final exam period. If the instructor decides that a final mode of evaluation will not be given, the following will be in effect:

- The student's estimated grade for the entire term, as indicated by the instructor on the last day of the term, is passing.
- This policy ONLY applies during the Spring quarter. For Saturday Scholars this policy only applies during part B of the Spring quarter.

There is no early grade submission for graduating seniors, and grades should be submitted in accordance with grade submission deadlines.

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Grading

Grading Policy: <http://drexel.edu/provost/policies/grades.asp>

Grade Reporting Policy: http://drexel.edu/provost/policies/grade_reporting_policy.asp

Grade Change Policy: http://www.drexel.edu/provost/policies/statute_of_limitations_grade_change.html

For undergraduate courses, Drexel uses letter grades (A, B, C, D, E, F) with pluses and minuses (+, -) to designate student performance. Individual colleges and programs set their numerical grade ranges. Contact your department for the official numerical grade ranges and place them on your syllabus, showing letter grades and numerical grade equivalencies.

A+	4.00	B+	3.33	C+	2.33	D+	1.33
A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	F	0.00

The assignment of an incomplete (INC) or Grade Not Reported (GNR) may be necessary in certain circumstances. Review the Grading Policing link above for more information.

Final grades are submitted through DrexelOne <https://one.drexel.edu>.

- For instructions on submitting final grades, please visit http://www.drexel.edu/~media/Files/registrar/grading/Faculty_Guide_to_Grade_Submission_Main.ashx
- For instructions on submitting a change of grade online, please visit: <http://www.drexel.edu/~media/Files/registrar/grading/FacultyGuidetoSubmittingaGradeChangeOnline.ashx>

At the end of the term, your department may request copies of your grade sheets along with a copy of your grade worksheet to file in the office. Please check with your department to find out if this is required as well as what method of delivery (electronic or hard copy) is preferred.

TEACHING RESOURCES & POLICIES

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Incompletes

Grading Policy—Incompletes: http://drexel.edu/provost/policies/incomplete_grades.asp

At the discretion of an instructor, the grade of "INC" (Incomplete) may be reported in place of a letter grade for any course in which the instructor deems that the work has not been completed and that the student can complete the work within an agreed upon time, which must be in accordance with University policy and the statute of limitations governing grade changes. The conditions and terms for the completion of the course are at the discretion of the instructor and are to be mutually agreed up on by the instructor of the course and the student. If a final grade is not submitted within one year, the "INC" will turn into an "F" on the student's record and will be reflected in the students GPA. The grade of "F" will be considered a permanent grade unless there are extenuating circumstances.

Office Hours

Please give information concerning your office hours to your department before the beginning of the term. Be sure to include your office hours and office location on your syllabus.

Online Learning Assistance

Drexel University offers a variety of resources to support online learning. For information on available resources contact the Online Learning Team (OLT) at 215-895-1224 or send an email to olt@drexel.edu. You can also stop by the office, room 109 in the Korman Center (15 S. 33rd Street) from 8:00am to 6:00pm Monday through Friday. You should also visit <http://drexel.edu/irt/services/online-learning/> for more information.

Senior Privilege

Senior Privilege Policy: http://drexel.edu/provost/policies/pdf/examinations_grading_options_v1.pdf

Senior Privilege does not exempt students from attending class and/or taking final exams. Senior Privilege affords seniors a one-time opportunity to take an additional final exam to make up a failing grade in a course required for graduation. The following criteria apply:

1. Senior Privilege may be invoked only once during an undergraduate career.
2. The failing grade must have been received during the period where the student is classified as a senior, and must not have been the result of any academic dishonesty.
3. The student must have been in college during the term in which the course was taken (i.e. not on Co-op).
4. The make-up exam used for Senior Privilege must be taken during the second day of exam week.
5. The grade for the exam must be reported to the Office of the University Registrar by the fourth day of the exam period.
6. The student's permanent record will record the fact that the student took the course two different times; the grade earned in each will appear on the record and both grades will be included in the GPA calculation.

If the student meets the requirements indicated above, the following procedure should be followed:

1. The student obtains a Senior Privilege application form from the (<http://drexel.edu/drexelcentral/about/forms/>) and fills in the required information.

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Senior Privilege (continued)

2. The student has his/her appropriate academic advisor verify their eligibility and sign; it must also be signed by the Office of the University Registrar.
3. The student takes the completed form to Drexel Central (in the Main Building) where he/she will pay the required special examination fee; the Comptroller's office must stamp the form to verify payment.
4. The student schedules an appointment with the instructor; the exam must be taken the second day of exam week.
5. After the exam is administered, the student will submit the Senior Privilege form to the instructor so that the instructor may record the grade received and sign the form to indicate that the student completed the exam.
6. The instructor is required to return the completed Senior Privilege form to the Office of The University Registrar by the last day of exam week to clear student for graduation.

Special Classroom Requests

Classroom with computers are available for classes, but they must be reserved (and that reservation confirmed by a staff member) in advance by the instructor. The Korman building has a number of classrooms equip with computers and other multimedia technology and can be reserved using the following link: <http://www.drexel.edu/irt/services/rooms/>. Please note reservations are taken on a first come, first serve basis.

Students Adding Courses

Closed Section Override Policy: http://drexel.edu/provost/policies/closed_section_overrides.asp

Course Add Policy: http://drexel.edu/provost/policies/course_add.asp

During the pre-enrollment period through the end of the second week of classes for the term, all students, with the exception of 1st term freshmen, may add courses that are free from restrictions/permissions by using BANNER Web for Students. Instructor or academic unit approval is conditional on class size limitations. Regardless of when a student adds a course, the student is responsible for all course requirements as mandated by the specific course syllabus.

If a student approaches you asking to be added to your class, please refer them to their respective academic advisor. DO NOT sign their add/drop form until you have heard from their advisor.

A request for a Closed Section Override is made by a student when a course section has reached its maximum capacity that is, when room, regulatory or pedagogical limits established by the College/School in conjunction with the Office of the Registrar have been met and the section is closed. Consideration of an override request by the College/School and the Office of the University Registrar must balance the needs of the individual student against the well-being and vitality of the class. Please review the Closed Section Override Policy for more information on the procedure.

Student Dropping/Withdrawing from Courses

Course Drop Policy: http://drexel.edu/provost/policies/course_drop.asp

Course Withdrawal Policy: http://drexel.edu/provost/policies/pdf/course_withdrawal.pdf

Please note that “dropping” a course and “withdrawing” from a course are distinct actions and are governed by different policies.

For both graduate and undergraduate students, courses may only be dropped during the “drop period” lasting through the end of the second week of the quarter. Dropping a course results in the course being removed from the student’s academic record without a “W” appearing on the transcript. Freshmen and new first-term transfer students must meet with their academic advisors to drop courses during the first quarter. Undergraduate upperclassmen and graduate students may use BannerWeb to drop courses; no approvals are required.

Students drop a course for the term in which they are enrolled by using BannerWeb for students. Approval of the instructor is not required to drop a course (but is required to withdraw from a course).

The withdrawal period lasts from the beginning of Week 3 to the close of business on the Friday of the end of Week 7. Withdrawal from a class can lead to serious ramifications academically as well as financially. All students are encouraged to thoroughly consider their options and discuss the situation with their academic advisors and financial aid counselors before taking any action. A “W” will be noted on the student’s transcript. See the withdrawal policy for more information.

Syllabi

A syllabus is one of the most important tools you will need to manage your course. Check with your department for guidelines and format for your syllabus. You may also find information syllabus guidelines on the DCAE website at: <http://drexel.edu/dcae/teaching/syllabus-guidelines/>.

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Syllabi (continued)

Please check with your department for policies on submitting copies of your syllabus and exams for the department files. (Please make sure your name, course number/section, term/year, department and college/ school appear on all documents.)

Your department may request an electronic copy of your syllabus before the beginning of the term, and certain departments may choose to post your syllabus on their website. All syllabi should indicate that undergraduate students may withdraw from a course up to the last day of the seventh week of the term. Please note that there are several sections of the syllabus where you need to use policy language verbatim, e.g. disability statement, plagiarism statement. Please take the time to construct a high quality syllabus which should help manage your course.

University Libraries and Copyright Laws

Copyright Policy: <http://drexel.edu/provost/policies/copyright.asp>

The University Libraries is a partner in teaching and faculty research and provides instruction and support for student learning and information literacy skills. Librarians and technical staff are available in person and virtually. The University Libraries also provide services for print and electronic reserves, including streaming media, made accessible via Blackboard Learn. Interlibrary Loan and Document Delivery Services for faculty and researchers are also available. Visit the Libraries' website at www.library.drexel.edu or connect directly to faculty services and liaison librarians through <http://www.library.drexel.edu/services/faculty>

It is also important that you keep in mind Copyright Laws when using the copy machine. Faculty should limit photocopying/scanning to “fair use”: under the 1976 Copyright Law, photocopying (and scanning) of materials under certain circumstances might infringe upon the rights of the copyright holders. Academic publishers have become increasingly aggressive (i.e., litigious) in protecting their copyrights.

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University Libraries/Copyright Laws (continued)

According to the Chicago Manual of Style (13th ed. [Chicago: Univ. of Chicago Press, 1982]):

The 1976 law does not include [specific] guidelines pertaining to machine copying by teachers for classroom use. But it is clear from congressional reports published at the time the law was being written that a certain very limited amount of copying was thought to constitute fair use of copyrighted material. Selections were to be brief and include a notice of copyright. Multiple copies were not to exceed the number of pupils in the class. They were not to substitute for anthologies or regular school purchases. The same items were not to be copied from year to year or semester to semester. Workbooks and other consumable materials were not to be copied, and the pupils could not be charged more than the actual copying cost. Furthermore, in every case copying was to be “spontaneous”--that is, at the instance of a particular teacher for immediate use in the classroom. (pp. 115-16)

The need to teach students to use copyrighted materials in an ethical manner can only be as good as the example set by faculty and staff. Consequently, all faculty should be attentive to the propriety of copyrighted materials used in class handouts.

Video Collaboration and Production (VCaP)

The VCaP team, in conjunction with the Client Services group, assists faculty and staff members with creating digital learning objects using a variety of tools, such as:

- Lecture recording or lecture capture
- High-definition video conferencing (VC), Webcasting and rich media delivery
- DrexelView
- Video Production and Consulting

Focused on flexibility, presentations can be Webcast and captured from most Korman classrooms and conference rooms. Six classrooms are equipped with high-definition video-conferencing capability; additionally, portable units are available for use in smaller settings or offices.

The VCaP team is able to broadcast and capture up to five video conferences simultaneously with multiple end-point capability. The capability also exists to redistribute presentations from any room to other Korman rooms or out to the Internet, thus providing both live and virtual real-time presentations and archived material. VCaP can Webcast any type of event in Korman and archive it for later viewing (or re-viewing).

Find out more about these services by visiting <http://www.drexel.edu/irt/video> or vcap@drexel.edu for video-conferencing/webcasting services, or call 215-895-2324.

Academic Calendars

You may access the following online:

- Academic Calendars - <http://www.drexel.edu/provost/calendars>
- Campus Maps - <http://www.drexel.edu/campusmaps/DrexelCampusMap.html>

A copy of the University City and Center City campus maps can also be found on pages 13-19 of this resource guide.

Dining Options (University City campus)

The University Club, 6th floor of MacAlister Hall (3250-60 Chestnut Street), offers gourmet, all you care to eat dining. Lunch is served Monday – Friday, 11:30 am – 2:00 pm. The Handschumacher Dining Center, located on the lower level of the Creese Student Center (3200-08 Chestnut Street), offers all you care to eat dining and a variety of themed food stations. The Northside Dining Terrace (34th and Race Streets) features a Chick-fil-A, Currito, Subway, Sushi station and Market. A Starbucks is located in the LeBow College of Business (3220 Market Street) and a Taco Bell Express is available at the Hagerty Library (3300 Market Street). Thirty-One41 serves espresso drinks, gourmet sandwiches and salads and is located on the ground level of the Main Building (3141-51 Chestnut Street). Seasons, a custom restaurant concept, offers breakfast, sandwiches, salads, and more showcasing local products available each season, and is located at 33rd & Chestnut in the Papadakis Integrated Science Building. Market 16 & Noodle Bar is located at 34th & Market Streets and features global flavors, fresh produce, and a noodle, rice, and sushi bar.

In addition Campus Dining facilities, the Landmark Americana Tap and Grill is located at 3333 Market Street and Sabrina's Café is located at 227 N. 34th Street. Chestnut Square, located between 32nd and 33rd and Chestnut Streets, includes Joe's Coffee, coZara (Japanese cuisine), Shake Shack, Zavino (Italian cuisine), and Vegetate which will feature colorful, fresh items that capture the palettes of vegetarians, vegans, and flexitarians alike.

Dining Options (Center City campus)

On the Center City Campus: A full size cafeteria is located on the second floor of the Hahnemann University Hospital (216 N. Broad Street), and a Jazzman's Café is located on the first floor of the New College Building (245 N. 15th Street).

Starting as low as \$150, dining plans are affordable and accessible to everyone. To sign up for a Dining Plan, or for more information about Campus Dining, visit <http://www.drexel.edu/dining> or call 215-895-6187.

Parking

There are a number of parking and transportation options close to Drexel's University City Campus.

Several mass transit options exist, including the SEPTA Regional Rail lines and the Market-Frankford subway-surface line, moving through 30th Street and Suburban Stations, as well as trolleys and buses moving between Center City and University City. Public Transportation information may be found at <http://www.septa.org/>. Compass information for discounted Septa monthly passes maybe found after logging into your DrexelOne account under "Benefits Service Center".

If you wish to drive into Drexel, you can find more information regarding parking at <http://www.drexel.edu/dbs/parkingServices/Overview/>, calling 215-895-2813 or e-mailing parking@drexel.edu.

Public Safety

Upon request, Drexel Public Safety security officers provide walking escorts for Drexel students, faculty, and staff within the University City campus patrol boundaries of: 30th to 36th Streets and Chestnut to Spring Garden Streets. This service is available 24 hours a day, 7 days a week. For more information or to request a walking escort, call 215-895-2822. The emergency line for the University City campus is 215-895-2222. For the Center City campus, call 215-762-7110 to arrange a walking escort. The emergency line for the Center City campus is 215-762-7111. You may also want to check out the Public Safety website, <http://www.drexel.edu/publicsafety/>. Public Safety reminds you to never leave your valuables unattended. When leaving your office or classroom, please lock your door and place all valuables out of sight.

School Closing

To receive school closing information for Drexel University, please call 215-895-MELT (6358). Drexel University closing or delayed opening information will also be posted on www.drexel.edu. To receive Drexel University College of Medicine closing or delayed opening information, please visit www.drexelmed.edu/weather or call 215-762-UNIV (8648). Closing or delayed openings will also be advertised on KYW News Radio for the school closing numbers listed below:

University City Main Campus (Day): **#103**

University City Main Campus (Evening) **#2103**

Center City Hahnemann Campus (Day) **#185**

Center City Hahnemann Campus (Evening) **#2185**

Queen Lane Medical Campus, College of Medicine, including Biomedical Sciences Graduate Programs and Professional Studies in Health Science **# 213**

You should also find out who to contact in your department if Drexel is closed and there is an emergency.

Weblinks

Drexel University Catalog – <http://catalog.drexel.edu/>

Drexel University Online Directory – <http://www.drexel.edu/search>

Drexel University Policy Directory — <http://www.drexel.edu/policies/>

Drexel Writing Center - <http://www.drexel.edu/engphil/writingcenter/>

Family Educational Rights and Privacy Act (FERPA) Information –

<http://www.drexel.edu/provost/policies/ferpa.asp>

IRT Help and Training – <http://www.drexel.edu/irt/help>

IRT Resources for Faculty – <http://www.drexel.edu/irt/help/resourcesFaculty>

Office of the Provost University Policies— <http://drexel.edu/provost/policies/>

Student Counseling Center – http://www.drexel.edu/studentlife/support_health_services/

PLEASE NOTE: Because of last-minute changes in enrollment and scheduling, departments cannot guarantee adjunct or part-time appointments. It is University policy to inform all adjunct or part-time staff members that schedules may be changed and that classes may be canceled through the second or third class meeting.

Information covered in this booklet does not substitute for any official policy statements by Departments, Colleges, or the University as a whole.