

| Course information:  |   |  |   |   |   |                     |
|--|---|--|---|---|---|---------------------|
| Copy and paste <u>current</u> course information from <u>Class Search/Course Catalog</u> .  College/School College of Integrative Sciences and Arts Department <b>Social Science</b>                             |   |  |   |   |   |                     |
| Prefix ISS   | Number  | 304  | Title   |   | ries of Social Science  | Units: 3            |
| Is this a cross-lis  | ted course?   | No   | If yes, ple                                     | ase identify course(s)                      |   | <u> </u>            |
| Is this a shared c   | ourse?  | No   | If so, list                                     | all academic units offe                     | ering this course   |                     |
| is required for <u>eacl</u>  | <u>t</u> designation re<br>c are aware of t   | quested. By subm   | itting this letter o                            | of support, the chair/dire                  | or of <u>each</u> department tha<br>ctor agrees to ensure that<br>in a manner that meets th | all faculty         |
| Is this a permanent numbered course with topics?   |   |  |   |   |   |                     |
| criteria for the app   | If yes, all topics under this permanent numbered course must be taught in a manner that meets the criteria for the approved designation(s). It is the responsibility of the chair/director to ensure that all faculty teaching the course are aware of the General Studies designation(s) and adhere to the above guidelines.  Chair/Director Initials  N/A  (Required) |  |   |   |   |                     |
| Course description theory, political theory  |   |  |   | the disciplines of social sc                | ience, including sociologica  | al theory, economic |
| Requested desig  |   |  |   | Mandatory Review                            | v: No   |                     |
| Eligibility:   |   |  |   |   |   |                     |
| Permanent number<br>For the rules gover  | ed courses mu<br>ning approval o  | st have completed<br>of omnibus course                     | l the university's<br>es, contact <u>Phylli</u> | review and approval pros.<br>Lucie@asu.edu. | ocess.  |                     |
| Submission dead  | llines dates a  | re as follow:  |   |   |   |                     |
| For Fall 20  | 16 Effective D  | ate: October 1,  | 2015  | For Spring 20                               | 017 Effective Date: Mar   | ch 10, 2016         |
| Area(s) proposed   |   |  |   | ror opring 2                                | or Effective Butter Mai   | CH 10, 2010         |
| A single course ma   | y be proposed<br>ness area requi<br>reas. With depa   | for more than one<br>rements concurre<br>artmental consent | ntly, but may no<br>, an approved G             |   | atisfy a core area<br>n two core areas simulta<br>ourse may be counted tow                  |                     |
| Checklists for ge  | eneral studi  | es designation   | ns:   |   |   |                     |
| Complete and attac   |   | •  |   |   |   |                     |
|  |   | uiry core courses (  | <u>(L)</u>                                      |   |   |                     |
|  | ics core course   | <u>s (MA)</u><br>ntitative applicati                       | ons core course                                 | s (CS)                                      |   |                     |
|  |   | sign core courses  |   | <u> </u>                                    |   |                     |
|  |   | s core courses (SI   | <u>3)</u>                                       |   |   |                     |
| <ul> <li>Natural Sciences core courses (SQ/SG)</li> <li>Cultural Diversity in the United States courses (C)</li> </ul>   |   |  |   |   |   |                     |
| • Global Awareness courses (G)   |   |  |   |   |   |                     |
| · · · · · · · · · · · · · · · · · · ·  | Awareness cou   |  |   |   |   |                     |
| A complete prop  |   |  |   |   |   |                     |
| <ul> <li>Signed course proposal cover form</li> <li>Criteria checklist for General Studies designation(s) being requested</li> <li>Course catalog description</li> <li>Sample syllabus for the course</li> </ul> |   |  |   |   |   |                     |
| Course catalog description   |   |  |   |   |   |                     |
| <ul><li>Sample syllabus for the course</li><li>Copy of table of contents from the textbook and list of required readings/books</li></ul>   |   |  |   |   |   |                     |
|  |   |  |   |   | ith all files compile   | d into one PDF      |
| Contact inform   | nation:   |  |   |   |   |                     |
| Name Nichol  | as Alozie   | E-ma   | uil _Alozie@a:                                  | su.edu Phone                                | 480-727-1395  |                     |
| <b>Department C</b>  | hair/Dire   | ctor approv  | al: (Required)                                  |   |   |                     |
| -<br>Chair/Director nan  | ne (Typed):   | Duane Roen   |   |   | Date: 12/14/16  |                     |
| Chair/Director (Sig  |   | Duane &  | 4. Rom  |   |   |                     |

#### Arizona State University Criteria Checklist for

#### SOCIAL-BEHAVIORAL SCIENCES [SB]

#### Rationale and Objectives

Social-behavioral sciences use distinctive scientific methods of inquiry and generate empirical knowledge about human behavior, within society and across cultural groups. Courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a complex and evolving world.

In both private and public sectors, people rely on social scientific findings to consider and assess the social consequences of both large-scale and group economic, technological, scientific, political, ecological and cultural change. Social scientists' observations about human interactions with the broader society and their unique perspectives on human events make an important contribution to civic dialogue.

Courses proposed for a General Studies designation in the Social-Behavioral Sciences area must demonstrate emphases on: (1) social scientific theories, perspectives and principles, (2) the use of social-behavioral methods to acquire knowledge about cultural or social events and processes, and (3) the impact of social scientific understanding on the world.

Revised April 2014

Proposer: Please complete the following section and attach appropriate documentation.

| ASU[SB] CRITERIA   |   |  |  |  |  |
|--|---|--|--|--|--|
| A SO   | A SOCIAL-BEHAVIORAL SCIENCES [SB] course should meet all of the following criteria. If not, a rationale for exclusion should be provided. |  |  |  |  |
| YES  | NO  |  | Identify<br>Documentation<br>Submitted |  |  |
|  |   | Course is designed to advance basic understanding and knowledge about human interaction.   | ISS304 Course<br>Syllabus and textbook |  |  |
|  |   | 2. Course content emphasizes the study of social behavior such as that found in:  ANTHROPOLOGY ECONOMICS CULTURAL GEOGRAPHY HISTORY  ANTHROPOLOGY ECONOMICS PHILOSOPHY POLITICAL SCIENCE SOCIOLOGY   | ISS304 Course<br>Syllabus and textbook |  |  |
| $\boxtimes$  |   | <ul> <li>3. Course emphasizes: <ul> <li>a. the distinct knowledge base of the social and behavioral sciences (e.g., sociological anthropological).</li> <li>b. the distinct methods of inquiry of the social and behavioral sciences (e.g., ethnography, historical analysis).</li> </ul> </li> <li>ISS304 Course Syllabus and textbook</li> </ul> |  |  |  |
|  |   | 4. Course illustrates use of social and behavioral science perspectives and data.  ISS304 Course Syllabus and textbook   |  |  |  |
|  |   | THE FOLLOWING TYPES OF COURSES ARE EXCLUDED FROM THE [SB] AREA EVEN THOUGH THEY MIGHT GIVE SOME CONSIDERATION TO SOCIAL AND BEHAVIORAL SCIENCE CONCERNS:   |  |  |  |
| •  |   | Courses with primarily arts, humanities, literary or philosophical content.  |  |  |  |
| •  |   | Courses with primarily natural or physical science content.  |  |  |  |
| <ul> <li>Courses with predominantly applied orientation for<br/>professional skills or training purposes.</li> </ul> |   |  |  |  |  |
|  |   | • Courses emphasizing primarily oral, quantitative, or written skills.   |  |  |  |

| Course Prefix | Number | Title                                 | General Studies<br>Designation |
|---------------|--------|---------------------------------------|--------------------------------|
| ISS           | 304    | Integrated Theories of Social Science | SB                             |

Explain in detail which student activities correspond to the specific designation criteria. Please use the following organizer to explain how the criteria are being met.

| Criteria (from checksheet)   | How course meets spirit (contextualize specific examples in next column)  | Please provide detailed evidence of how course meets criteria (i.e., where in syllabus)   |
|--|---|---|
| 1. Course is designed to advance basic understanding and knowledge about human interaction.                    | ISS 304 is the upper division survey course that has been approved as the general social theory course for the new degree program (BS) in integrative social science. It is part of the core material in the degree program. This is a course on social theory. Thus, it is a mainstream social science course. What it does differently is the fusion of theories across social science disciplines – economics, sociology, anthropology, political science, and philosophy. It brings together theories of human interaction across these social science disciplines. | In the course design in the syllabus/textbook, students begin with course goals and learning outcomes, including identification of the differences between social and natural sciences, distinguishing between theories across the social science disciplines, addressing how the social sciences address normative issues and rationalization. Materials from the textbook covering the course showcase these topics. Topics cover origins of social theory, Marxism and dependency theory, political behavior, rational choice, institutionalism, and technological determinism of human behavior, market theory, and feminist theory.  |
| 2. Course content emphasizes the study of social behavior.   | Course content emphasizes the study of social behavior such as found in anthropology, economics, political science, philosophy, sociology, and cultural geography. What this course does that is different is that it fuses theories across all of these individual social science disciplines into a single course. This is the idea of the new paradigm of integrated social science.   | The syllabus and the textbook chapters bear this out completely. Every single topic and book chapter listed in the syllabus points to one core social science theory or another. These materials look at theories derived from each discipline. We go from the origins of theory within each social science discipline to explicating those theories as they have developed over time, look at strengths and weaknesses, and then attempt to fuse them across the disciplines to produce a single world view. The idea of this course is that once a student completes it, the student will be at home with the theoretical foundations of each social science discipline. The materials assembled for this course do this very well. |
| 3. Course emphasizes BOTH a) the distinct knowledge base of the social sciences AND b) the distinct methods of | This course emphasizes the distinct knowledge base of the social and behavioral sciences and uses the distinct methods of inquiry of the social and behavioral sciences. Again, the only thing the course does that is different from standard social science courses in theory is the pedagogy of attempting to teach these theories in a combined fashion so that the student   | As outlined in the syllabus (reflecting textbook chapters), all theories listed for presentation in the course are standard social science theories developed and nourished as a base of knowledge in the social sciences. These theories have emanated from observations of human behavior and interaction both at the individual and group levels. Feminist theory is theory based on male/female interaction in society. Democratic theory is based on people's interaction with   |

# Social And Behavioral Sciences [SB] Page 4

| inquiry of the  | comes away with a superior             | political settings and institutions. Market theory is |
|-----------------|--|---|
| social and      | understanding of the disciplines.      | human behavior maximizing benefits and                |
| behavioral      |  | minimizing losses. Environmental and geographic       |
| sciences.       |  | determinism discusses how place and                   |
|                 |  | environment affect our behavior and choices.          |
|                 |  | Students will be in awe about these materials         |
|                 |  | brought together in our course. Typically, people     |
|                 |  | will go through several courses to get this much      |
|                 |  | in the social science theory knowledge base. This     |
|                 |  | course meets both criteria a) and b).                 |
| 4. Course       | This course compares theoretical       | The course material reflects nothing but social       |
| illustrates the | perspectives from sociology, political | science perspectives and data. The theories in        |
| use of social   | science, economics, anthropology and   | question have been developed over time in the         |
| and behavioral  | philosophy using social science data.  | respective social science disciplines. For instance,  |
| science         |  | the Nobel Prize in Economics was won with             |
| perspectives    |  | rationality theory. The textbook titles, "Grand       |
| and data.       |  | Theories and Ideologies in the Social Sciences,"      |
|                 |  | bring this fact home.                                 |

# ISS 304 Integrated Theories of Social Science 3 semester hours

This course is offered by the College of Integrative Sciences and Arts. For more information about the college, visit our website: <a href="https://cisa.asu.edu/">https://cisa.asu.edu/</a>. If you have questions or concerns, please send your inquiry to <a href="mailto:cisa@asu.edu/">cisa@asu.edu/</a>.

Instructor: Jesse Chanley

Office: Santa Catalina (SANCA) 252, ASU Polytechnic

Contact Info: 480-727-1526

#### **Course Goals:**

Broad survey of the major foundational theories in the disciplines of social science, including sociological theory, economic theory, political theory, anthropological theory, and philosophy.

#### **Learning Outcomes:**

By the end of this course, each student will have demonstrated that they are able to:

- Identify the differences between social and natural sciences.
- Distinguish the different approaches to theory across the disciplines of the social sciences.
- Consider whether and how social sciences can address normative concerns.
- Know theories of scientific rationalization of society.
- Analyze, think, and write critically about social theory.

#### **Required Course Texts/ Readings/Materials:**

Wiarda, H. (2010). *Grand Theories and Ideologies in the Social Sciences*. London, England: Palgrave Macmillan.

#### **Course Format:**

Face-to-Face on Tuesday/Thursday at 9:30am-10:30am

Bi-weekly lectures with: classroom discussions, assigned readings, student journals, quizzes, and term paper with classroom presentation.

#### Coursework

| Classroom Discussions     | 25 points  |
|---------------------------|------------|
| Student Journals          | 20 points  |
| Classroom Quizzes         | 25 points  |
| Term Paper & Presentation | 30 points  |
| TOTAL                     | 100 points |

#### **Final Grades**

| A | 90-100  | Excellent |
|---|---------|-----------|
| В | 80-89.9 | Good      |
| C | 70-79.9 | Average   |
| D | 60-69.9 | Passing   |
| E | <60     | Failure   |

XE Failure due to Academic Dishonesty

For your own protection, you should keep a copy of everything you hand in, and you should keep your graded assignments at least until grades are finalized at the end of the semester, and in the event you wish to contest any grades.

## Disability Accommodations for Students

Students who feel they may need a disability accommodation(s) in class must provide documentation from the Disability Resource Center to the class instructor verifying the need for an accommodation and the type of accommodation that is appropriate.

Students who desire accommodations for a disability should contact DR C as early as possible (i.e., before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the DRC.

#### CLASS DATES (Fall 2016 Session C)

| AUGUST 18 | Syllabus & Welcome |
|-----------|--------------------|
|           |                    |

AUGUST 23 & 25 Introduction: Origins of Social Science Theory

AUGUST 30 & SEPTEMBER 1 Marxism, Dependency, and World System Approach

SEPTEMBER 6 & 8 Political Culture

SEPTEMBER 13 & 15 Political Sociology

SEPTEMBER 20 & 22 Psychoanalysis and Political Psychology

SEPTEMBER 27 & 29 Institutionalism

OCTOBER 4 & 6 Rational Choice and Public Choice

OCTOBER 11 FALL BREAK

OCTOBER 13 Environmental and Geographic Determinism

OCTOBER 18 & 20 Sociobiology

OCTOBER 25 & 27 Market Theory

NOVEMBER 1 & 3 Democratic Theory

NOVEMBER 8 & 10 Feminist Theory

NOVEMBER 18 & 17 Non-Western Theories of Change

NOVEMBER 22 Student Presentations of Final Paper

NOVEMBER 24 THANKSGIVING BREAK

NOVEMBER 29 & DECEMBER 1 Student Presentations of Final Paper plus Final Overview

#### Extra Credit

There will be no extra credit opportunities assigned for this course.

#### Course Policies

No student is to use a cell phone while attending a lecture or one of discussions we have on a conservation topic. If texting is observed during a lecture I will confiscate the phone and only allow you to use it in the evening.

#### **Grade Appeals**

ASU has formal and informal channels to appeal a grade. If you wish to appeal any grading decisions, please

see <a href="http://catalog.asu.edu/appeal">http://catalog.asu.edu/appeal</a>.

#### **Incompletes**

A mark of "I" (incomplete) is given by the instructor when you have completed most of the course and are otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond your control. You are required to arrange with the instructor for the completion of the course requirements. The arrangement must be recorded on the Request for Grade of Incomplete form (http://students.asu.edu/forms/incomplete-grade-request).

#### **Student Standards**

Students are required to read and act in accordance with university and Arizona Board of Regents policies, including:

The ABOR Code of Conduct: Arizona Board of Regents Policies 5-301 through 5-308: <a href="https://students.asu.edu/srr">https://students.asu.edu/srr</a>

#### **Academic Integrity**

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to,

appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal.

For more information, see http://provost.asu.edu/academicintegrity

If you fail to meet the standards of academic integrity in any of the criteria listed on the university policy website, sanctions will be imposed by the instructor, school, and/or dean. Academic dishonesty includes borrowing ideas without proper citation, copying others' work (including information posted on the internet), and failing to turn in your own work for group projects. Please be aware that if you follow an argument closely, even if it is not directly quoted, you must provide a citation to the publication, including the author, date and page number. If you directly quote a source, you must use quotation marks and provide the same sort of citation for each quoted sentence or phrase. You may work with other students on assignments, however, all writing that you turn in must be done independently. If you have any doubt about whether the form of cooperation you contemplate is acceptable, ask the TA or the instructor in advance of turning in an assignment. Please be aware that the work of all students submitted electronically can be scanned using SafeAssignment, which compares them against everything posted on the internet, online article/paper databases, newspapers and magazines, and papers submitted by other students (including yourself if submitted for a previous class).

#### **Note**

Turning in an assignment (all or in part) that you completed for a previous class is considered self-plagiarism and falls under these guidelines. Any infractions of self -plagiarism are subject to the same penalties as copying someone else's work without proper citations.

Students who have taken this class previously and would like to use the work from previous assignments should contact the instructor for permission to do so.

#### **Prohibition of Commercial Note Taking Services**

In accordance with ACD 304-06 Commercial Note Taking Services, written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes. Notes must have the note taker's name as well as the instructor's name, the course number, and the date.

#### **Student Support and Disability Accommodations**

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at the Disability Resource Center (DRC) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities.

Qualified students with disabilities may be eligible to receive academic support services and accommodations. Eligibility is based on qualifying disability documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing qualifying documentation to the DRC. Every effort is made to provide reasonable accommodations for

qualified students with disabilities.

Qualified students who wish to request an accommodation for a disability should contact their campus DRC at: <a href="http://www.asu.edu/studentaffairs/ed/drc/">http://www.asu.edu/studentaffairs/ed/drc/</a>

If you are a student in need of special arrangements, we will do all we can to help, based on the recommendations of these services. For the sake of equity for all students, we cannot make any accommodations without formal guidance from these services.

Typically, once a student discloses the need for an accommodation through their study abroad application, the Study Abroad Office, the academic unit, the student and DRC will develop a plan on how to best accommodate the student within the parameters available within the onsite locations.

#### **Drop and Add Dates/Withdrawals**

Please refer to the academic calendar on the deadlines to drop/withdraw from this course. Consult with your advisor and notify your instructor if you are going to drop/withdraw this course. If you are considering a withdrawal, review the following ASU policies: Withdrawal from Classes, Medical/Compassionate Withdrawal.

Please note that the ASU Academic Calendar only refers to withdrawal for the academic portion of your study abroad program. Please refer to the Study Abroad Withdrawal Policies for important dates regarding withdrawing from your Faculty Directed program.

#### **Email Communications**

All email communication for this class will be done through your ASU email account. You should be in the habit of checking your ASU email regularly as you will not only receive important information about your class(es), but other important university updates and information. You are solely responsible for reading and responding if necessary to any information communicated via email. For help with your email go to: <a href="http://help.asu.edu/sims/selfhelp/SelfHelpHome.seam?dept\_pk=822">http://help.asu.edu/sims/selfhelp/SelfHelpHome.seam?dept\_pk=822</a> and file a help desk ticket by clicking on "My Help Center."

#### **Campus Resources**

As an ASU student you have access to many resources on campus. This includes tutoring, academic success coaching, counseling services, financial aid, disability resources, career and internship help and many opportunities to get involved in student clubs and organizations.

- Tutoring: http://studentsuccess.asu.edu/frontpage
- Counseling Services: http://students.asu.edu/counseling
- Financial Aid: http://students.asu.edu/financialaid
- Disability Resource Center: http://www.asu.edu/studentaffairs/ed/drc/
- Major/Career Exploration: <a href="http://uc.asu.edu/majorexploration/assessment">http://uc.asu.edu/majorexploration/assessment</a>
- Career Services: http://students.asu.edu/career
- Student Organizations: http://www.asu.edu/studentaffairs/mu/clubs/

#### **Harassment Prohibited:**

ASU policy prohibits harassment on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, Vietnam era veteran status, and other protected

veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsion of students. Contact Student Life (UCB 221) if you feel another student is harassing you based on any of the factors above; contact EO/AA (480-965-5057) if you feel an ASU employee is harassing you based on any of the factors above.

### **Establishing a Safe Environment:**

Learning takes place best when a safe environment is established in the classroom. In accordance with SSM 104-02 of the Student Services Manual, students enrolled in this course have a responsibility to support an environment that nurtures individual and group differences and encourages engaged, honest discussions. The success of the course rests on your ability to create a safe environment where everyone feels comfortable to share and explore ideas. We must also be willing to take risks and ask critical questions. Doing so will effectively contribute to our own and others intellectual and personal growth and development. We welcome disagreements in the spirit of critical academic exchange, but please remember to be respectful of others' viewpoints, whether you agree with them or not.

#### **Syllabus Disclaimer**:

The course syllabus is an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email, or in the Announcements section on Blackboard.

#### **Student Conduct Statement:**

Students are required to adhere to the behavior standards listed below:

- •Arizona Board of Regents Policy Manual Chapter V– Campus and Student Affairs: Code of Conduct <a href="http://www.azregents.edu/policymanual/default.aspx">http://www.azregents.edu/policymanual/default.aspx</a>
- •ACD 125: Computer, Internet, and Electronic Communications http://www.asu.edu/aad/manuals/acd/acd125.htm , and
- •the ASU Student Academic Integrity Policy http://www.asu.edu/studentaffairs/studentlife/srr/index.htm

Students are entitled to receive instruction free from interference by other members of the class. If a student is disruptive, an instructor may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in withdrawal from the course. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-10 (http://www.asu.edu/aad/manuals/usi/usi201-10.html).

Course discussion messages should remain focused on the assigned discussion topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion.

Inappropriate discussion board messages may be deleted if an instructor feels it is necessary.

Students will be notified privately that their posting was inappropriate. Student access to the course Send Email feature may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course.

#### **Religious Accommodations for Students:**

In accordance with ACD 304-04 students who need to be absent from class due to the observance of a religious holiday or participate in required religious functions must notify the faculty member in writing as far in advance of the holiday/obligation as possible. Students will need to identify the specific holiday or obligatory function to the faculty member. Students will not be penalized for missing class due to religious obligations/holiday observance. The student should contact the class instructor to make arrangements for making up tests/assignments within a reasonable time.

#### Missed Classes Due to University-Sanctioned Activities

In compliance with ACD 304-02 students who participate in university-sanctioned activities that require classes to be missed, should be given opportunities to make up examinations and other graded in-class work. However, absence from class or examinations due to university-sanctioned activities does not relieve students from responsibility for any part of the course work required during the period of the absence.

The provost of the university or designee shall determine, for the purposes of this policy, whether a particular event qualifies as a university-sanctioned activity.

In each college, a specific individual (e.g., dean's designee) should be responsible for facilitating adherence to this policy. In particular, students who participate in university-sanctioned activities should be given the opportunity to make up examinations or other graded in-class work due to classes missed because of that activity, unless it can be shown that such an accommodation would constitute an unreasonable burden on the instructor. Should disagreement arise over what constitutes such a burden, the instructor and the student should initially contact the <u>academic unit chair</u> or the dean's designee.

The specific activity program coordinator (e.g., assistant athletics director for academic services, director of forensics, director of bands) should, as early as possible, provide the college-designated individual with the class schedule of any student who may be required to miss class because of a university-sanctioned activity.

Students should inform their instructors early in the semester of required class absences. Instructors should attempt to provide opportunities for equivalent work, either before or after the class absence, in accordance with any <u>academic unit</u> or college requirements, which may apply.

Incomplete grades (I) should not be used unless deemed necessary by the respective faculty.