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## APPENDICES

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Additional resources are available on the Adjunct Faculty Web Page at [www.calbaptist.edu/adjunct](http://www.calbaptist.edu/adjunct).
Dear Adjunct Faculty Member:

Welcome to California Baptist University! We serve over 4000 undergraduate and graduate students, offering a wide variety of courses which lead to undergraduate and graduate degrees, as well as to licensure and credentialing in counseling and education.

CBU is a great place to work. The administration and staff are here to help you to be responsive to our students and their concerns and needs in the courses you teach. Adjunct faculty members are an important part of the educational mix for our students, providing a variety of disciplinary perspectives while allowing us to maintain our intimate atmosphere in which a Christian world view is promoted.

Should you have any questions about your forthcoming duties or responsibilities in our classrooms, please contact the department chair or dean in your area or the Dean of Academic Services.

We greatly appreciate your work with us.

God’s richest blessings,

Jonathan K. Parker, Ed.D.
Provost
California Baptist College was founded September 10, 1950 in borrowed facilities at First Southern Baptist Church of El Monte. The 120 students who enrolled that first year came to seek a liberal arts education in a Christian environment. In 1998, after detailed study, a three-year surge in enrollment, and program expansion, the institution became California Baptist University. The University is an entity of the organized body of Southern Baptists in the state of California known as the California Southern Baptist Convention. This group consists of 450,000 members who belong to 1,800 churches and missions. This convention annually elects one-third of the thirty-six members of the Board of Trustees who exercise corporate responsibilities for the policies of the University.

In 1955, CBU moved to its present location in Riverside, California. The property was constructed in the 1920s and 1930s by the Neighbors of Woodcraft as a retirement center. For the past five decades the University has worked to renovate existing buildings and construct new facilities to fulfill its mission. New construction on campus since 1955 has added residence halls and apartments, the Van Dyne Gym for physical education and sports, a maintenance building to house physical plant needs, the Wallace Theatre, Mission Hall, classrooms, and a large conference room. Apartment complexes close to campus have been acquired, as well as Diana Hall. An Aquatic Center was opened in 1998, and both residence halls have recently been extensively renovated and remodeled. The Yeager Center, a new 94,000 square foot academic and student services building opened in 2003. The Joann Hawkins School of Music Building opened in the fall of 2005. In 2007, work was completed on the Lancers Outdoor Athletic Complex, the new home for the baseball and softball stadiums.

The city of Riverside is located in the “Inland Empire,” one of the fastest growing economic centers in the nation. CBU is a well-regarded member of the community. Faculty and staff are active in many civic organizations, city commissions, and service organizations. Many influential leaders in business and government serve on the University’s Board of Visitors.

The University is accredited by the Western Association of Schools and Colleges. In addition, the School of Business is accredited by the Association of Collegiate Business Schools and Programs, the School of Music is accredited by the National Association of Schools of Music, and the School of Education is authorized to offer teaching and administrative credential programs through the California Commission on Teacher Credentialing.

The School of Nursing at California Baptist University, established in 2005, received approval from the State of California Board of Registered Nursing in December 2005 and reported more than 130 students by Spring 2008. An MSN degree is being added this year (09-09).

CBU added the School of Engineering in 2007, and launched the program with three baccalaureate degree offerings and more than 55 students.

Various adult degree completion and graduate programs also are offered at CBU’s four satellite locations in San Bernardino, Beaumont, the High Desert and Chino. The College of Professional Studies was created in 2007 to offer flexible program delivery options and amenities for students who seek their degrees close to their homes or work places.

Under the leadership of President Ellis, the University has expanded its global vision to provide greater opportunities for students and faculty alike. CBU’s educational exchange partnership agreements include:
CHINA
- Hunan University (1996)
- Xi’an Foreign Language Univ. (1996)
- Hong Kong Baptist University (1999)
- Yanbian University of Science and Technology (2004)
- Xi’an Int’l Studies Univ. (2005)
- Yantai University (2007)

KOREA
- Handong Global University (2005)
- Korea Baptist Theological University and Seminary (2005)
- Global Vision Christian School, South Korea (2008)
- Seoul Theological University (2008)

RUSSIA
- Russian-American Christian University (1997)

RWANDA
- Rwanda National University (2007)
Adjunct Faculty are appointed to teach on a course-by-course basis and will be required to sign a letter of agreement for each class. Adjunct professors are not eligible for promotion or tenure, and are not, in any manner, entitled to any advance notice if the University determines that it will not continue their employment.

An individual interested in part-time teaching at CBU shall demonstrate evidence of potential as a university professor, consistent with the purposes of the University. After filling out a faculty employment application, a candidate is interviewed by the appropriate department chair and/or dean. Upon approval from the area dean, the application is sent to the Provost for final approval. The Provost’s Office maintains an official file for each adjunct faculty member. This file includes the faculty application, *curriculum vitae*, transcripts, correspondence, and teaching evaluations.

All adjunct faculty members must actively support the policies of the University and work energetically toward the achievement of its objectives. In academic matters, all adjunct faculty members are expected to:

1. Organize and present subject matter efficiently and effectively.
2. Embrace and promote a decidedly Christian world view that seeks to integrate faith and learning.
3. Stimulate students to think creatively and to participate in class.
4. Stimulate and assist students' extra-curricular reading and research, in order to expose them to a broad liberal arts tradition.
5. Counsel students concerning academic matters, referring students to Enrollment Advising, the Academic Resources Center or the Counseling Center as appropriate.
6. Help students find and prepare for their vocations.
7. Encourage qualified students to do graduate study.
8. Show respect for individual personality and deal fairly and impartially with all.
9. Use syllabi provided by the school or department
10. Comply with school or department assessment procedures.

In professional matters, all adjunct faculty members are expected to:

1. Maintain currency within the discipline.
2. Observe professional ethics in all relationships.
3. Defend freedom of responsible expression.
4. Demonstrate a sense of collegiality in the department, school and in the faculty-at-large.
5. Cooperate with administrators.

In religious matters, all adjunct faculty members are expected to:

1. Join and attend a Christian church.
2. Encourage student participation in church and denominational programs.
In matters of morality, all adjunct faculty members are expected to:

1. Develop and maintain high levels of integrity in intellectual inquiry.
2. Be role models and mentors for students.
3. Uphold the laws of the United States, the State of California, and the county and city of Riverside.
4. Respect the mission, religious traditions, values, and ethics of the University.
5. Respect those of the University community from diverse ethnic, cultural, or religious traditions.
6. Be honest and truthful in all relationships.
7. Respect the personal integrity of every individual of the University community by refraining from profanity, harassment, physical or verbal abuse, violence, or inappropriate sexual behavior.
8. Comply with the policies and procedures of California Baptist University, including, but not limited to, it’s Personnel Handbook.

Adjunct faculty members are encouraged to take an active part in campus life, including attendance at University-sponsored religious, social, cultural and sporting events.

HONOR CODE
Members of the California Baptist University campus community are expected to act in academic matters with the utmost honesty and integrity. Academic matter shall be defined as any activity that may affect a grade or in any way contribute toward the satisfaction of the requirements for graduation without reference to the focus of such activity.

Academic work is evaluated on the assumption that the work presented is the student’s own, unless designated otherwise. Plagiarism, cheating, and other forms of academic dishonesty or facilitating any such act are violations of the Honor Code and are not acceptable conduct at California Baptist University. Violations of the Honor Code include, but are not limited to, the following:

1. using any unauthorized assistance in taking quizzes, test, or examinations;
2. looking at or copying another student’s test or quiz answers;
3. taking a test or quiz in part or in whole to use or to give to others;
4. providing any unauthorized assistance or aid to others in writing papers, taking quizzes, tests, or examinations;
5. using electronic communication equipment and/or any other unauthorized electronic device in taking quizzes, test, or examinations;
6. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
7. working with others on projects that are meant to be done individually;
8. the acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
9. invading or attempting to invade the administrative security maintained for the preparation and storage of quizzes, tests, and/or examinations;
10. the misrepresentation of papers, reports, assignments, or other materials as the product of a student’s sole independent effort, for the purpose of affecting the student’s grade, credit, or status in the University;
11. copying information from a source without proper attribution;
12. taking papers from other students, publications, or the Internet;
13. failing to abide by the instructions of the proctor concerning test-taking procedures and/or engaging in behavior one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage; examples include, but are not limited to, talking, laughing, failing to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity;
14. offering for course credit one’s own work, but work that one has previously offered for course credit in another course (unless permission to do so has been secured from the instructor in whose course the work is being offered, prior to submission);
15. influencing, or attempting to influence, any University official, faculty member, graduate student, or employee responsible for processing grades, evaluating students, or maintaining academic records, through the use of bribery, threats, forgery of authorization, or any other means of coercion in order to affect a student’s grade or evaluation;
16. any forgery, alteration, unauthorized possession, or misuse of University documents pertaining to academic records, including, but not limited to, late or retroactive change of course application forms (otherwise known as “add/drop forms”) and late or retroactive withdrawal application forms. Alteration includes, but is not limited to, misuse of University documents pertaining to academic records by means of computer resources or other equipment;
17. witnessing conduct which one knows or should reasonably know is dishonorable and failing to report it within one (1) semester of the occurrence to either the faculty member in whose class the incident occurred or to the Student Services Office.

All violations of the Honor Code must be reported to the Student Services Office. A first incident of violation of the Honor Code is handled at the discretion of the professor, in consultation with the dean of students. Judicial sanctions for an offense are handled on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Judicial sanctions may include, but are not limited to, loss of a letter grade, failure of the respective assignment/examination, or failure in the course in which the offense occurred, suspension, and/or expulsion from the University.

A student has the right to appeal sanctions imposed in cases related to violation of the Honor Code. Appeals must be submitted in writing to the Student Services Office within five (5) business days after a sanction has been imposed. Appeals submitted to the Student Services Office will be directed to the appropriate individual or committee. Decisions rendered by a judicial review board may be appealed to the vice president for enrollment and student services or the Student Services Committee. Decisions rendered by the provost may be appealed to the Provost’s Council. Decisions rendered by the vice president for enrollment and student services, Student Services Committee, and/or the Provost’s Council are final.

A student who appeals a decision will be sent written notification of the progress of the appeal from the dean of students, vice president for enrollment and student services, or provost within ten (10) business days.
Academic Resource Center

The Academic Resource Center (ARC) provides cost-free tutoring assistance for all students requiring support in their academic programs. Peer tutors are available by appointment, scheduled hours, and on a limited walk-in basis for most lower division subjects, including math, science, social sciences, and writing. Help for upper division subjects may also be provided upon request. The ARC is located in the James Complex #122, and accommodates traditional, degree completion, and graduate students.

Make-up Tests
Make-up tests are to be taken in the ARC. Students may schedule appointments and pick up test contracts in the ARC. Faculty members deliver the exam and the completed contract to the ARC.

Students with Learning Disabilities
The ARC does not provide testing for learning disabilities, but may assist in the coordination of necessary accommodations and services associated with the student’s documented learning disability. Students are responsible for providing the University with current documentation (no more than three years old) of the learning disability. Students should submit documentation to Jim Paulus, Director of Disability Student Services, 343-4962.

The contact number for the ARC is 343-4349. Questions concerning the ARC may be directed to Pam Bailon at 343-4775, or Steve Neilsen at 343-4614.

Alumni Dining Commons
Meals from the cafeteria are available to adjunct faculty at a reduced rate. Weekly menus are posted on the CBU website. Meal prices and hours are as follows:
ADC Hours of Operation 7am to 7pm Monday through Friday 11-1:30 lunch 4:30-6:30 Dinner Saturday 9:15-2:30 Brunch 4:30-6:30 Dinner Sunday
Staff & Faculty Breakfast $5.25
Lunch $6.95
Dinner $6.95
Brunch $10.00
Holiday $13.50
Students & Guests
Breakfast $5.75
Lunch and Dinner $7.95
Brunch $11.50 Kids
Staff & Faculty Breakfast $5.25
Lunch $6.95
Dinner $6.95
Brunch $10.00
Holiday $13.50
Children 4-12 50%
3 & under free

**Athletic Facilities**
Campus athletic facilities are available for use by adjunct faculty. These include a fitness center, tennis courts and swimming pool. Go to [www.calbaptist.edu/athletics/facilities](http://www.calbaptist.edu/athletics/facilities) for hours or call (951) 343-4318.

**Bookstore**
The Bookstore is located in the Yeager Center next to Wanda’s. A couple of weeks before your class starts please check to see that an appropriate number of books are available for your students. Carol Bracey coordinates textbook orders, and can be reached at (951) 343-4456. Textbook orders for Fall are due in April and text requisitions for Summer are due at the end of March. Spring requisitions are due in October.

<table>
<thead>
<tr>
<th>Bookstore Hours</th>
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<tr>
<td>Monday through Thursday</td>
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<tr>
<td>8:00 a.m. – 6:00 p.m.</td>
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<td>Friday</td>
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<td>8:00 a.m. – 5:00 p.m.</td>
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**Classroom Supplies**
Classrooms will be stocked with materials such as dry-erase markers, erasers, paper, chalk, etc. on a regular basis or may be requested through the department or school secretary or through the Provost’s Office.

**Clerical**
Adjunct faculty are expected to use electronic course management systems like Blackboard for every class, rather than making paper copies of syllabi, course handouts, etc. If necessary, department and school secretaries can arrange clerical services such as duplication of materials. Adjunct professors should contact the secretary to determine the amount of lead-time necessary in order to accomplish the desired tasks.

**Office of Conferences and Events**
The Office of Conferences and Events is here to help assist all professors with any of their classroom needs. Our goal is to help provide you with the most sophisticated and effective learning tools to teach the students here at CBU. Our office is responsible for the upkeep and purchasing of the audio/visual units on campus as well as other equipment such as tables, chairs, microphones, speakers, cabling, extension cords, etc.
* If there are custodial needs, please contact Facilities @ x4360.
* If there are hardware/software computer issues, please contact ITS @ x4444.

BREAKDOWN OF EACH CLASSROOM’S A/V EQUIPMENT

The following classrooms contain an LCD projector, Built-In computer, video cable for laptops (audio may be available upon request), DVD/VCR player and Built-In speakers for all audio devices. A wireless lapel is available upon request for the “A” rooms only:

Yeager Center:  A110, A111, A112, B110, B111, B112, B113

The following classrooms contain an LCD projector, audio/video cable for laptops (Mac users must provide their own adapter for video), TV with Built-In DVD/VCR player and Built-In speakers for all audio devices:

Yeager Center:  B251, B252, B258, B259

The following classrooms contain an LCD projector, video only cable for laptops (Mac users must provide their own adapter for video) and TV with Built-In DVD/VCR player:

Yeager Center:  B218, B219, B220, B221, B222

The following classrooms contain an LCD projector, audio/video cable for laptops (Mac users must provide their own adapter for video), DVD/VCR player and Built-In speakers for all audio devices:

Gymnasium:  220
James Building:  036, 166, 171
James West:  181, 183, 189, 190, 191, 192
Mission Hall:  109, 125, 126, 127
Wallace Theatre:  204

All other James Building classrooms have TV/VCR or TV/VCR/DVD units installed.

Other buildings on campus contain equipment designed specifically for that department. Those buildings include the Hawkins Music Building, the Lambeth Nursing Building, the Engineering Building, the Wallace Theatre and finally the Bournes Laboratories. If you’re teaching a class in one of these buildings and require the use of the audio/visual units, please contact our office @ x4374 and we will setup a time to go over them in a hands on one-on-one demonstration.

As noted on the previous page, not all rooms contain an LCD projector for Powerpoint presentations to be displayed. Do not panic. Our office has portable projectors available for use in these rooms. Unfortunately, these projectors can only be given out on a first come, first serve basis. Other rules pertaining to these projectors are as follows:
1) A Campus Facility Request Form must be filled out before checking out a projector. If a projector is required on a weekly basis, we ask that this be noted on the form so our schedule can be updated accordingly.

2) A portable projector can be picked up no more than one (1) hour before class begins. It must be picked up by the professor him/herself unless otherwise approved by a Conferences and Events supervisor.

3) A portable projector must be dropped off immediately after the class session has ended. This is to ensure that projectors are given out promptly to other professors/classrooms that are in need of their use.

Again, Conferences and Events would like to remind all faculty and staff that portable LCD projectors must be picked up and dropped off immediately before and after each use. Since there is a high demand for projectors, it is crucial that they do not sit idle in offices or unattended in classrooms.

TO RESERVE ANY AUDIO/VISUAL EQUIPMENT:
1. Complete and submit a Campus Facility Request Form located in the Conferences and Events Office or online @ http://www.calbaptist.edu/conferences.
2. Conferences and Events will contact you if there are any questions or if specific arrangements need to be made.

TRAINING
If you would like to be trained on the use of any audio/visual equipment, please feel free to contact the Office of Conferences and Events for an appointment time and one-on-one hands on demonstration. Training usually takes only 10 – 15 minutes and proves vital to maintaining proper use of the equipment as well as troubleshooting future issues.

OFFICE HOURS:

Monday – Friday    7:30 am – 11:00 pm
Saturday          7:00 am – 4:00 pm

Note: we do not close during Chapel services.

California Baptist University ----- Office of Conferences and Events
James Building Room 180
Office phone: (951) 343-4374 ------ On-call cell phone: (951) 805-1927
Computer lab/classrooms

Location & Hours:
Yeager Center Computer Lab: (Yeager B114)
  Mon-Thu: 8 am to 10pm
  Fri: 8 am to 6 pm
  Sat: 9 am to 5 pm
Summer hours are from 4pm to 8pm. Closed on the weekend and holidays

Reference Lab: (Annie Gabriel Library 1st floor))
  Mon-Sun: Regular Library Hours

Computer Classrooms: Yeager B113, James 207 and James 208:
  Mon-Sat: available during scheduled classroom hours

Mobile Laptop carts: (Main Campus & San Bernardino)
  Mon-Sat: available during scheduled classroom hours

General Information
  · Labs can be used for working on projects & papers, completing homework and Internet research.
  o Online database research available from the Reference Lab.
  · Work can be saved to CD, Flash drives and floppy.
  o Excluding B113 which has no floppy drive access. (Floppy drives are being phased out of use with new PC purchases).
  · All work saved onto the hard drives of the PCs will be erased at the next reboot of the machines.
  · Windows XP installed on all PCs.
  · Software applications installed include:
    Microsoft Office 2003, SPSS, Matlab, Win Zip, Adobe Acrobat Reader and various applications needed for course work.
  · Two Apple Mac Powerbooks are available for general use in the Yeager Center lab.
  · Headphones are available for use in all classrooms via prior arrangement.
  o Students may check out headphones for use while in the Yeager Lab.
  · Printing is available in all labs & classrooms
  o Printing in the labs is available at a nominal fee of 5c / 2 pages.
  o Printing in the classrooms should be restricted to course requirements.
  o Double-sided printing is available in all locations at the same cost as single-sided printing.

Online Classroom Reservations:
  · Reservations are available on and off campus.
  · See the Academic Computing link at http://insidecbu.calbaptist.edu/ics.
  · Checking of room availability only available on-campus.

Online Software Inventory:
  · See http://sharepoint.calbaptist.edu/its/us/ac/Lists/Software%20Inventory/AllItems.aspx for a full listing of software installed across the main campus and remote sites.

Questions and Help:
Contact the Helpdesk at (951) 343-4444 or email helpstar@calbaptist.edu for any queries including reporting of a computer malfunction or printing problem and questions regarding software applications or instructional needs in any of the classrooms or labs.
Additional information and help can be accessed from the Academic Computing Website available under Inside CBU, IT tab (see http://insidecbu.calbaptist.edu/ics).

**Copy Center**
Adjuncts are expected to use electronic course management systems like Blackboard. If it is necessary to make hard copies of handouts etc, the Copy Center is located in the basement of the James Complex, room #70. All work is done on a first-come first-served basis, so plan accordingly. Any work done for department or school use needs to be charged to your department cost center. (You may want to familiarize yourself with the department cost center(s) where you work.) A log book is provided for you to enter job orders that you have done at the Copy Center. Also, please keep in mind, at the beginning of a semester or session, many professors make multiple copies of documents, so plan well in advance for your copying needs. Adjuncts teaching at High Desert, Beaumont, or San Bernardino sites may make copies at a print shop, and be reimbursed through the department or school. You may make a limited number of copies on the off-site copy machines, prior to 6:30 p.m., but large runs (>100) must be made in the copy center on the Riverside campus, or at a commercial print shop. You may contact the Copy Center at (951) 343-4407.

**Copy Center Hours:**
- Monday - Thursday: 7:30 AM - 6:00 PM
- Friday: 7:30 AM - 5:00 PM

**Summer Hours:**
- Monday - Friday: 8:00 AM - 5:00 PM

**Counseling Services**
Students who are in need of personal counseling services should be directed to the University Counseling Center located at 3739 Adams St., Suite 210. Services are confidential and are free to all CBU students. Services are also available to individuals and families in the community for a modest fee. Counseling appointments may be scheduled by calling (951) 689-1120.

**Enrollment Advising**
The Enrollment Advising office provides scheduling services and registration assistance for all students. The advising staff works in cooperation with faculty from the student’s department. Advisors hold informational meetings each semester regarding registration, choosing a major, understanding degree guides, and meeting graduation requirements. Students may make appointments to discuss degree requirements, online scheduling, transfer work, graduation evaluation, and pre-graduation checks.

Enrollment Advisors are located in the Yeager Center B150. (951) 343-4567
Advising@calbaptist.edu
Hours: 8:00 a.m. to 6:00 p.m. Monday - Thursday
8:00 a.m. to 5:00 p.m. Friday

**Identification Cards**
Adjunct faculty should obtain a Photo Identification Authorization form from the School or Department 136 and take it to the Campus Life Office in Yeager Center B154 where you will be issued a CBU ID card (951) 343-4300. Carry your CBU ID with you at all times when on CBU property. You will need to get a new sticker for your ID card from Campus Life at the beginning of each semester.
Contact public safety at (951)343-4311 when you enter and leave any building/office after normal business hours. Public Safety officers are on duty 24 hours a day, 7 days a week.

Contact public safety at (951)343-4311 when you enter and leave any building/office after normal business hours. Public Safety officers are on duty 24 hours a day, 7 days a week.

**Keys**
Adjuncts typically do not have need for keys. In special circumstances where a key is needed, arrangements can be made through the school or department secretary.

**Library**

*Information Literacy*
The Annie Gabriel Library has partnered with the English faculty to offer basic research methods instruction to all English Composition (ENG 123) classes during the second two weeks of each semester. Faculty of other classes are welcome to schedule more advanced research methods instruction during other times. Contact Dr. Barry Parker (ext. 4242) with any questions or to schedule an Information Literacy session.

*Borrowing Privileges for Adjunct Faculty*
Books: due at end of semester
Videos & DVD’s: limit 5 due in 2 weeks
Kits: limit 2 due in two weeks
Cassettes and CDs: limit 1 due in two weeks.

Materials may be renewed.

**Library Hours**

*Regular Schedule*
Mon – Thursday 7:45am – 12:00am
Friday 7:45am – 5:00pm
Saturday 10:00am – 6:00pm
Sunday 4:00pm – 12:00am

*Summer Schedule*
Mon – Thursday 8:00am – 9:00pm
Friday 8:00am – 5:00pm
Saturday 10:00am – 6:00pm
Sunday Closed

**Mailbox**
Adjunct faculty are typically assigned a mailbox in the department or school office. San Bernardino, Beaumont and High Desert faculty are assigned mailboxes at those sites.

**Maps**
Maps of the campus and surrounding areas as well as directions to off-campus sites are available on the adjunct web page at [www.calbaptist.edu/adjunct](http://www.calbaptist.edu/adjunct).
Organizational Chart
An organizational chart detailing various relationships within the academic affairs division is shown in Appendix G and available on the adjunct web page at www.calbaptist.edu/adjunct.

Parking
All vehicles on campus, except for occasional visitors, must be registered with the campus office of Public Safety. You will need the license plate number, make, model, and year for each vehicle for which you request a permit. If you wish to have a Public Safety officer escort you to your car after dark, call the Public Safety office from any on-campus telephone (ext. 4311) and an officer will meet you in your building. The Public Safety office is located in the James Complex in Room 100, and they may be contacted at (951) 343-4311.

Payroll
A salary initiation memo will be submitted to payroll on the first day of class, with a copy of the signed adjunct letter of agreement. A copy of the salary memo will be sent to you. As of July 1, 2009 paychecks will be issued on the 10th and 26th of each month (or prior working day). Checks will be available for pick up at the Switchboard on payday (James #160). Checks which are not picked up by 3:00 PM will be mailed to the home address. Direct deposit is also available through the Payroll Office. Please contact Tracy Burgess in Payroll if you do not receive a payroll check.

Police and Fire
For problems requiring police or fire department assistance, please call Public Safety at (951) 343-4311. In emergency situations, please dial 911.

Website
The CBU website address is www.calbaptist.edu. Most University departments have general information and forms posted on the website. The schedule of classes, faculty and staff contact information and the University catalog are posted there. Information specifically geared for adjuncts is located at www.calbaptist.edu/adjunct.
Absences
When an adjunct faculty member is unable to meet with his or her classes because of a serious illness, accident, death in the family, or other circumstance beyond his or her control, every effort should be made to notify the department chair or dean or the department or school secretary during regular business hours. Meeting the instructional needs of the students enrolled in the adjunct faculty member’s classes is the primary goal in arranging for coverage of classes by another faculty member or guest instructor. It is the adjunct faculty member’s responsibility to make such arrangements.

Attendance
Adjunct faculty are expected to take attendance during every class session. Please have students sign the sign-in sheet provided by the department secretary, completed sign in sheets should be returned to the department secretary. The University provides a Course Record Booklet for each course, which includes a section where attendance should be recorded. It is the responsibility of each instructor to complete each portion of the Course Record Booklet at the end of the semester/term. We encourage professors to use the electronic version of the Course Record Booklet found on the adjunct web page at www.calbaptist.edu/adjunct.

Audio-Visual Equipment
In Riverside, equipment requests should be made well in advance of the start of class through the department or school secretary. You may also request equipment in advance through Conference & Events at (951) 343-4374. Requests in San Bernardino, High Desert and Beaumont should be made through the ADCP clerk at those sites. Please plan ahead and make your request well in advance.

Contact Time & Breaks
Courses in the adult degree completion Program are normally scheduled from 6 – 10:30 p.m. Instructors are expected to use all of the scheduled time for course activities. The hour from 5 – 6 p.m. is reserved for individual student meetings. Instructors may choose to be available each week from 5 – 6 p.m. or meet with students by appointment. An instructor who teaches a class which is scheduled to meet for more than two hours is expected to schedule a 10-minute break at approximately the midpoint of the class.

Course Cancellation
Classes which do not enroll the minimum number of students prescribed for the course may be cancelled. CBU has no financial obligation to adjunct faculty members whose classes are cancelled. Classes with less than 10 students enrolled may be paid at a pro-rated amount, e.g. for 9 students the instructor will be paid 90%.

Evaluations
All faculty members are to be evaluated for each course taught each semester or session. Adjunct faculty are encouraged to collect additional evaluation and assessment information from students for purposes of course improvement. All faculty are also encouraged to have their course evaluations done electronically. This process does not use up any class time, but does require the faculty member to aggressively encourage the students to complete the on-line evaluation. If the faculty member (or their School or Department)
choose the paper evaluation option (nor recommended), evaluation packets will be distributed to
adjunct faculty by the departmental or school secretaries just prior to the end of the semester or
session. These will have instructions on the front. Each packet includes a Professor Questionnaire
and scantron in addition to the student questionnaire and scantrons. A sample of the Evaluation of
Student Learning is included in Appendix A.

**Grade Rosters and Course Record Booklets**
A final class roster will be forwarded to you before the last class session. You are encouraged to use
the Electronic Course Record Booklets in Excel on the adjunct webpage or from Phil Martinez at
pmartine@calbaptist.edu. Please submit the completed forms to the department or school secretary no
by the date that grades are due. The Course Record Booklet should reflect a record of how grades
were calculated and the attendance record for each student.

ADCP grades are due in the Registrar’s office by 8:15 am on the Monday following the end of the
session. A sample of the Course Record Booklet is available on the adjunct faculty web page at
www.calbaptist.edu/adjunct

**Holidays**
Appendices B & C provide academic calendars for all student populations for the current academic
year. Please note significant semester dates and holidays.

**Incompletes**
Normally, all work for a given course is to be completed during the semester in which it is taken.
Students should not enter a course with the expectation that the course can be completed after the
close of the semester. A Petition for Incomplete Work is filed only in cases of extreme and
unforeseen emergencies. Students receiving financial aid may adversely affect aid eligibility by
taking an Incomplete. If a grade of I is not raised to a passing grade by the end of the sixth week of
the following Fall or Spring semester, the grade automatically becomes an F and credit for the course
may be obtained only by repeating the course. Forms for initiating an Incomplete may be obtained
from the dean of the school/college offering the course. It is the responsibility of the student to
initiate and complete the process for incomplete work prior to the end of the semester. Students who
receive an Incomplete will not be eligible for semester honors (Provost’s or President’s Honor Roll).
A grade change fee is charged when an incomplete grade is made up. (see Appendix E for sample
Incomplete form).

**On Line Course Management**
Adjunct faculty are expected to utilize electronic course management systems for the web-
enhancement of each class. CBU supports both Blackboard and Jenzabar. Please contact Mr. Robert
Shields, Director of Instructional Technology and Webmaster at (951) 343-4504 or at
rshields@calbaptist.edu.

**Syllabus**
Adjunct faculty members are expected to prepare a syllabus for each course taught which meets the
specifications set forth in this handbook (see Appendix F) and which is reviewed and approved for
use by the appropriate department chair or dean. An electronic copy of your syllabus must be
provided to the department or school secretary before the first day of class. The syllabus should
indicate to students how you can be contacted. While adjunct faculty are not expected to maintain
office hours, students should be able to easily contact you by phone, email or in person before or after
class.
**Teaching**
Carefully plan classroom lessons and units. Thorough preparation is the key to substantive university teaching and being successful in the university setting. Adjunct faculty members are expected to use a variety of teaching techniques and strategies beyond the traditional lecture. These may include activities such as demonstrations, films, guest speakers, group work, discussions, and individual projects which promote personal involvement and growth. Adjunct faculty members are expected to use a variety of assessment instruments, such as written tests, research papers, reflective essays, journals, oral presentations, etc., in order to determine individual student performance in the course. Examinations should be fully aligned with the objectives of the course. Students should have ample opportunity to know ahead of time when tests will be taken and what material will be included. You are expected to indicate the weight exams and other work have in computing the final course grade. This information should appear in the course syllabus and be reviewed with your students during the first class meeting. Teaching Tips are available on the adjunct faculty web page at www.calbaptist.edu/adjunct.

**Textbooks**
All courses have textbooks prescribed by the department or school. Exceptions and/or additions to these prescribed texts can be made in consultation with the department chair or dean (all materials must be ordered at least 30 days before the start of class). Adjuncts should order their own desk copies from the publisher. The department and school secretaries can help with this process.

**Withdrawal from Class**
Students who wish to withdraw from class must see an enrollment advisor to complete the necessary forms and finalize the withdrawal process. Students who fail to complete the process and simply stop attending class will receive a failing grade. It is not permissible for an instructor to provide a withdrawal for a student merely by noting it on the grade roster; the student must complete the process in person with an enrollment advisor.
**FREQUENTLY ASKED QUESTIONS**

**Q.** Do I have to keep track of attendance?
A. Yes. Even if attendance does not count towards computing the final grade, record must be kept for all students and be shown in the Course Record Booklet.

**Q.** Who do I give my grade sheet to?
A. Grade sheets and Course Record Booklets are to be turned in to the department or school secretary.

**Q.** What about course evaluation packets?
A. If you do not select electronic course evaluations, the department or school secretary will deliver evaluation packets to you prior to the last class. Instructions are on the packet. The student selected to administer the evaluation will return it to the appropriate office.

**Q.** Who do I contact if I have to cancel my class?
A. If you need to cancel class due to an emergency, contact the department or school secretary prior to 5 PM. If it is after 5:00 PM call a Degree Completion Program representative.

Main Campus: (951) 343-4284  
San Bernardino: (909) 890-5710  
High Desert: (760) 948-9970  
Beaumont: (951) 769-4752  
RN/BSN Program: (951) 830-6913 - Professor Oaks

**Q.** How do I obtain a desk copy of my textbook?
A. Desk copies should be ordered through the publisher. The department and school secretaries can help with this process.

**Q.** How are make-up tests administered?
A. At the Academic Resources Center students can obtain a “Test Contract.” The top section is to be completed by the student and the middle by the professor (both sections require signatures). The student returns the form to the ARC and schedules an appointment to take the test. The professor is to forward the test in a sealed envelope with the student’s name, the course number and the course name on it to the ARC. For San Bernardino and High Desert, and Beaumont, please contact the site office for their assistance.
APPENDIX A: COURSE EVALUATION

The following form can be completed by the students electronically or on paper (Scantron). See Department Secretary for details.

PLEASE REMEMBER TO USE A PENCIL

On the Scantron please print:

- The PROFESSOR’S name in the “Name” space (NOT your name).
- The Course Name, Course Number, and Section in the “Subject” space.
- Today’s date in the “Date” space.
- The time the class begins and the days it meets in the “Hour” space.
- The location of the site in the “Part 1” box for Evening classes.

Example: NAME __Dr. Heis The best__
SUBJECT __College Algebra, Mat 133b__
DATE __October 12, 2005__
HOUR __9am IV__

SCANTRON FORM NO. F-158

==================================================================
All responses are confidential and anonymous. Please mark only one response per item.

How would you rate the following for this course?

PLEASE LEAVE BLANK IF NOT APPLICABLE

A = Excellent
B = Good
C = Adequate
D = Needs Improvement
E = Very Poor

1. Textbook and/or course materials
2. Value of homework assignments
3. Value of lectures
4. Value of class discussions
5. Professor’s use of technological resources (video, software, internet, computers, etc.)
6. Substantiveness of course content/depth and/or comprehension
7. Clear communication of course requirements in the syllabus
8. Consistent and clear course grading policy
9. Integration of a Christian perspective into the course
10. Facilitation of critical thinking
11. Professor’s organization of subject matter
12. Professor’s attitude toward course material
13. Professor’s knowledge of course material
14. Professor’s ability to explain material
15. Professor’s willingness to provide help outside of class
16. How would you rate this course overall?
17. How would you rate the instruction of this course overall?
**Student Information:**

18. How would you describe your investment of time and effort in this course?
   - A = extensive
   - B = average
   - C = minimal

19. What grade do you expect to earn in this class?
   - A = A
   - B = B
   - C = C
   - D = D
   - E = F

20. Compared to other courses of this level, this course was
   - A = MORE DIFFICULT
   - B = OF SIMILAR DIFFICULTY
   - C = EASIER

21. My grade level is:
   - A = Freshman
   - B = Sophomore
   - C = Junior
   - D = Senior
   - E = Graduate

22. I am taking this class as a:
   - A = General education requirement
   - B = Major (or minor) requirement
   - C = Major (or minor) elective
   - D = Elective outside my major or minor

**School or Department specific questions:**

Optionally provided on a separate sheet for questions 23, 24 and 25.

**Comments:** (please use extra pages if necessary)

_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
APPENDIX B: ACADEMIC CALENDARS
Traditional Program

University Calendar 2009 – 2010

FALL SEMESTER 2009*

August
18  Semester Financial Clearance Deadline
25-Sep 2  Student Leadership Training Week

September
3  Living Areas Open for New Students
3  Orientation Begins
7  Labor Day Holiday (offices closed)
7-9  New Student Retreat
8  Living Areas Open for Returning Students
8  Open Registration and Add/Drop
10  Classes Begin
10  First Day of Late Registration
17  Last Day of Late Registration
17  Last Day to Add a Class for Credit
18  Faculty Convocation
24  Last Day to Drop a Class with Refund
24  Last Day to Turn in Credit/No Credit Request
25  Board of Trustees Meeting

October
1  Graduation Application Deadline for December 2009 graduation
26-30  Midterm Examinations

November
6  Last Day to Withdraw from a Class with “W” (no refund)
25-27  Thanksgiving Holiday (no classes, offices closed at 12:00 noon on the 25th)
30  Classes Resume, Offices Open

December
14-17  Final Examinations
17  Semester Closes
18  Commencement Exercises
18  Residence Halls Close for Christmas Holiday
18  Christmas Holiday Begins
22  Offices Closed (December 22 - January 3)

*For Degree Completion Program holiday and semester dates, please refer to the Degree Completion Program Academic Calendar.
### SPRING SEMESTER 2010*

#### January
- 4  Offices Open
- 5  Semester Financial Clearance Deadline
- 6  Classes Begin
- 6  First Day of Late Registration
- 13 Last Day of Late Registration
- 13 Last Day to Add a Class for Credit
- 15 Board of Trustees Meeting
- 18 Martin Luther King Jr. Holiday (no classes, offices closed)
- 20 Last Day to Drop a Class with Refund
- 20 Last Day to Turn in Credit/No Credit Request

#### February
- 1  Graduation Application Deadline for May and August 2010 graduation

#### March
- 1-5 Midterm Examinations
- 2  Postmark Deadline for FAFSA and GPA Verification Form (Cal Grant)
- 12 Last Day to Withdraw from a Class with “W” (no refund)
- 15-19 Spring Break (no classes)

#### April
- 1-2 Good Friday Holiday (no classes, offices closed at 12:00 noon on the 1st)
- 3-5 Easter Observance (no classes)
- 5  Offices Open
- 6  Classes Resume
- 14 Honors Day Convocation
- 22-27 Final Examinations
- 27 Semester Closes
- 30 Board of Trustees Meeting
- 30 Graduate Commencement Exercises and Activities

#### May
- 1  Undergraduate Commencement Exercises and Activities

*For Degree Completion Program holiday and semester dates, please refer to the Degree Completion Program Academic Calendar.
# University Calendar 2010 - 2011 (Proposed)

## FALL SEMESTER 2010*

### August
- 17  Semester Financial Clearance Deadline
- 24-Sep 1  Student Leadership Training Week

### September
- 2  Living Areas Open for New Students
- 2  Orientation Begins
- 6  Labor Day Holiday (offices closed)
- 6-8  New Student Retreat
- 7  Living Areas Open for Returning Students
- 7  Open Registration and Add/Drop
- 9  Classes Begin
- 9  First Day of Late Registration
- 16  Last Day of Late Registration
- 16  Last Day to Add a Class for Credit
- 17  Faculty Convocation
- 23  Last Day to Drop a Class with Refund
- 23  Last Day to Turn in Credit/No Credit Request
- 24  Board of Trustees Meeting

### October
- 1  Graduation Application Deadline for December 2010 graduation
- 25-29  Midterm Examinations

### November
- 4  Last Day to Withdraw from a Class with "W" (no refund)
- 24-26  Thanksgiving Holiday (no classes, offices closed at 12:00 noon on the 24th)
- 30  Classes Resume, Offices Open

### December
- 13-16  Final Examinations
- 16  Semester Closes
- 17  Commencement Exercises
- 17  Residence Halls Close for Christmas Holiday
- 17  Christmas Holiday Begins
- 21  Offices Closed (December 21 - January 2)

*For Degree Completion Program holiday and semester dates, please refer to the Degree Completion Program Academic Calendar.
University Calendar 2009 – 2010 (Proposed)

SPRING SEMESTER 2011*

January
3   Offices Open
5   Semester Financial Clearance Deadline
11  Classes Begin
11  First Day of Late Registration
17  Martin Luther King Jr. Holiday (no classes, offices closed)
18  Last Day of Late Registration
18  Last Day to Add a Class for Credit
21  Board of Trustees Meeting
25  Last Day to Drop a Class with Refund
25  Last Day to Turn in Credit/No Credit Request

February
1   Graduation Application Deadline for May and August 2011 graduation
28-Mar 4  Midterm Examinations

March
2   Postmark Deadline for FAFSA and GPA Verification Form (Cal Grant)
11  Last Day to Withdraw from a Class with “W” (no refund)
14-18  Spring Break (no classes)

April
20  Honors Day Convocation
21-22  Good Friday Holiday (no classes, offices closed at 12:00 noon on the 21st)
23-25  Easter Observance (no classes)
25  Offices Open
26  Classes Resume
28-May 3  Final Examinations

May
3   Semester Closes
6   Board of Trustees Meeting
6   Graduate Commencement Exercises and Activities
7   Undergraduate Commencement Exercises and Activities

*For Degree Completion Program holiday and semester dates, please refer to the Degree Completion Program Academic Calendar.
# DEGREE COMPLETION PROGRAM CALENDAR

## FALL 2009 SEMESTER*

### Session 1

**August**
- 18: Semester Financial Clearance Deadline

**September**
- 1: Classes Begin - Session 1
- 7: Labor Day Holiday (no classes, office closed)
- 8: Last Day to Add a Course for Credit
- 15: Last Day to Drop a Course with a Refund
- 29: Last Day to Withdraw from a Course with a “W” (no refund)

**October**
- 1: Graduation Application Deadline for December 2009 Graduation
- 30: Session Closes - Session 1

### Session 2

**November**
- 2: Classes Begin - Session 2
- 9: Last Day to Add a Course for Credit
- 16: Last Day to Drop a Course with a Refund
- 25-27: Thanksgiving Holiday (offices closed at 12:00 noon on the 25th)
- 26: Thanksgiving Holiday (no classes)
- 27: Classes Resume
- 30: Offices Open
- 30: Last Day to Withdraw from a Course with a “W” (no refund)

**December**
- 18: Commencement Exercises
- 22: Offices Closed (December 22 - January 3)
- 24: Christmas Eve Holiday (no classes)
- 25: Christmas Day Holiday (no classes)
- 28: Classes Resume
- 30: Semester and Session 2 Closes
- 31: New Years Eve Holiday (no classes)

*For the Degree Completion Nursing Program semester dates, please refer to the Nursing Program Calendar on InsideCBU.*
Degree Completion Program  
Academic Calendar 2009 – 2010

**SPRING 2010 SEMESTER**

**Session 1**

**January**
1. New Years Day Holiday (no classes)  
4. Offices Open  
4. Classes Begin - Session 1  
5. Semester Financial Clearance Deadline  
11. Last Day to Add a Course for Credit  
18. Martin Luther King Jr. Holiday (no classes, offices closed)  
19. Last Day to Drop a Course with a Refund

**February**
1. Graduation Application Deadline for May and August 2010 Graduation  
1. Last Day to Withdraw from a Course with a “W” (no refund)  
26. Session Closes - Session 1

**Session 2**

**March**
1. Classes Begin - Session 2  
2. Postmark Deadline for FAFSA and GPA Verification Form (Cal Grant)  
8. Last Day to Add a Course for Credit  
15. Last Day to Drop a Course with a Refund  
29. Last Day to Withdraw from a Course with a “W” (no refund)

**April**
1-2. Easter Observance (Offices close at 12:00 noon on the 1st)  
2. Good Friday Holiday (no classes, offices closed)  
30. Classes Resume, Offices Open  
30. Semester and Session 2 Closes

**May**
1. Undergraduate Commencement Exercises and Activities

**SUMMER 2010 SEMESTER**

**Session 1**

**May**
3. Classes Begin - Session 1  
5. Semester Financial Clearance Deadline  
10. Last Day to Add a Course for Credit  
17. Last Day to Drop a Course with a Refund  
31. Memorial Day Holiday (no classes, offices closed)

**June**
1. Last Day to Withdraw from a Course with a “W” (no refund)  
30. Session 1 Closes

**Session 2**

**July**
4-5. Independence Day Holiday (no classes, offices closed)  
6. Classes Begin - Session 2  
13. Last Day to Add a Course for Credit  
20. Last Day to Drop a Course with a Refund

**August**
3. Last Day to Withdraw from a Course with a “W” (no refund)  
31. Semester and Session 2 Closes

*For the Degree Completion Nursing Program semester dates, please refer to the Nursing Program Calendar on InsideCBU.
Degree Completion Program
Academic Calendar 2010 – 2011 (Proposed)

**FALL 2010 SEMESTER***

### Session 1

#### August

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>17</td>
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#### September

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<tbody>
<tr>
<td>1</td>
<td>Classes Begin - Session 1</td>
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<tr>
<td>6</td>
<td>Labor Day Holiday (no classes, office closed)</td>
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<tr>
<td>8</td>
<td>Last Day to Add a Course for Credit</td>
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<td>15</td>
<td>Last Day to Drop a Course with a Refund</td>
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<tr>
<td>29</td>
<td>Last Day to Withdraw from a Course with a “W” (no refund)</td>
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#### October

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<tbody>
<tr>
<td>1</td>
<td>Graduation Application Deadline for December 2010 Graduation</td>
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<tr>
<td>29</td>
<td>Session Closes - Session 1</td>
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</table>

### Session 2

#### November

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<th>Date</th>
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<tr>
<td>1</td>
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<td>8</td>
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<tr>
<td>15</td>
<td>Last Day to Drop a Course with a Refund</td>
</tr>
<tr>
<td>24-26</td>
<td>Thanksgiving Holiday (offices closed at 12:00 noon on the 24th)</td>
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<tr>
<td>25</td>
<td>Thanksgiving Holiday (no classes)</td>
</tr>
<tr>
<td>26</td>
<td>Classes Resume</td>
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<tr>
<td>29</td>
<td>Offices Open</td>
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<td>Last Day to Withdraw from a Course with a “W” (no refund)</td>
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#### December

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<td>Offices Closed (December 22 - January 3)</td>
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<td>Classes Resume</td>
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<tr>
<td>30</td>
<td>Semester and Session 2 Closes</td>
</tr>
<tr>
<td>31</td>
<td>New Years Eve Holiday (no classes)</td>
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</tbody>
</table>

*For the Degree Completion Nursing Program semester dates, please refer to the Nursing Program Calendar on InsideCBU.
Degree Completion Program  
Academic Calendar 2010 – 2011 (Proposed)

**SPRING 2011 SEMESTER**

**Session 1**

| January | 1 | New Years Day Holiday (no classes) |
|         | 3 | Offices Open                        |
|         | 3 | Classes Begin - Session 1           |
|         | 5 | Semester Financial Clearance Deadline |
|         | 10 | Last Day to Add a Course for Credit |
|         | 17 | Martin Luther King Jr. Holiday (no classes, offices closed) |
|         | 18 | Last Day to Drop a Course with a Refund |
|         | 31 | Last Day to Withdraw from a Course with a “W” (no refund) |

| February | 1 | Graduation Application Deadline for May and August 2011 Graduation |
|          | 28 | Session Closes - Session 1 |

**Session 2**

| March    | 1 | Classes Begin - Session 2 |
|          | 2 | Postmark Deadline for FAFSA and GPA Verification Form (Cal Grant) |
|          | 8 | Last Day to Add a Course for Credit |
|          | 15 | Last Day to Drop a Course with a Refund |
|          | 29 | Last Day to Withdraw from a Course with a “W” (no refund) |

| April    | 21-25 | Easter Observance (Offices close at 12:00 noon on the 21st) |
|          | 22   | Good Friday Holiday (no classes, offices closed) |
|          | 25   | Classes Resume, Offices Open |
|          | 29   | Semester and Session 2 Closes |

| May      | 6   | Undergraduate Commencement Exercises and Activities |

**SUMMER 2011 SEMESTER**

**Session 1**

| May      | 2   | Classes Begin - Session 1 |
|          | 4   | Semester Financial Clearance Deadline |
|          | 9   | Last Day to Add a Course for Credit |
|          | 16  | Last Day to Drop a Course with a Refund |
|          | 30  | Memorial Day Holiday (no classes, offices closed) |
|          | 31  | Last Day to Withdraw from a Course with a “W” (no refund) |

| June     | 30  | Session 1 Closes |

**Session 2**

| July     | 4-5  | Independence Day Holiday (no classes, offices closed) |
|          | 6    | Classes Begin - Session 2 |
|          | 13   | Last Day to Add a Course for Credit |
|          | 20   | Last Day to Drop a Course with a Refund |

| August   | 3    | Last Day to Withdraw from a Course with a “W” (no refund) |
|          | 31   | Semester and Session 2 Closes |

*For the Degree Completion Nursing Program semester dates, please refer to the Nursing Program Calendar on InsideCBU.*
Final Examination Schedule

FALL SEMESTER 2009

Monday, December 13
8:00 – 10:00 All 8:00 – 8:50 Monday, Wednesday, Friday classes.
11:00 – 1:00 All 10:00 – 10:50 Monday, Wednesday, Friday classes.
2:00 – 4:00 All 12:00 – 12:50 Monday, Wednesday, Friday classes.
4:00 – 6:00 All 2:00 – 2:50 Monday, Wednesday, Friday classes.

Tuesday, December 14
8:00 – 10:00 All 8:00 – 9:20 Tuesday, Thursday classes.
11:00 – 1:00 All 9:30 – 10:50 Tuesday, Thursday classes.
2:00 – 4:00 All 2:00 – 3:20 Tuesday, Thursday classes.

Wednesday, December 15
8:00 – 10:00 All 9:00 – 9:50 Monday, Wednesday, Friday classes.
11:00 – 1:00 All 11:00 – 11:50 Monday, Wednesday, Friday classes.
2:00 – 4:00 All 1:00 – 1:50 Monday, Wednesday, Friday classes.

Thursday, December 16
8:00 – 10:00 All 11:00 – 12:20 Tuesday, Thursday classes.
11:00 – 1:00 All 12:30 – 1:50 Tuesday, Thursday classes.
2:00 – 4:00 All 7:00 – 7:50 Monday, Wednesday, Friday classes.

SPRING SEMESTER 2010

Thursday, April 28
8:00 – 10:00 All 8:00 – 9:20 Tuesday, Thursday classes.
11:00 – 1:00 All 9:30 – 10:50 Tuesday, Thursday classes.
2:00 – 4:00 All 2:00 – 3:20 Tuesday, Thursday classes.

Friday, April 29
8:00 – 10:00 All 8:00 – 8:50 Monday, Wednesday, Friday classes.
11:00 – 1:00 All 10:00 – 11:50 Monday, Wednesday, Friday classes.
2:00 – 4:00 All 12:00 – 12:50 Monday, Wednesday, Friday classes.
4:00 – 6:00 All 2:00 – 2:50 Monday, Wednesday, Friday classes.

Monday, May 2
8:00 – 10:00 All 9:00 – 9:50 Monday, Wednesday, Friday classes.
11:00 – 1:00 All 11:00 – 11:50 Monday, Wednesday, Friday classes.
2:00 – 4:00 All 1:00 – 1:50 Monday, Wednesday, Friday classes.

Tuesday, May 3
8:00 – 10:00 All 11:00 – 12:20 Tuesday, Thursday classes.
11:00 – 1:00 All 12:30 – 1:50 Tuesday, Thursday classes.
2:00 – 4:00 All 7:00 – 7:50 Monday, Wednesday, Friday classes.
Examinations in other afternoon and evening classes will be given during the final examination week at the time the class regularly meets.
APPENDIX D: SAMPLE ACADEMIC FORMS

California Baptist University
INCOMPLETE GRADE PETITION

The information below is required in order to request an Incomplete grade. A **$45 fee is charged for approved Incomplete Petitions.** Initiation and completion of this petition is the responsibility of the student. The instructor must attach this completed form to the final grade roster.

Student Name  
ID#

Course Number and Name  
Semester

Reason for requesting an Incomplete:

☐ Application Approved
☐ Application Denied  
Dean of the College or School  
Date

*Approval by the Dean constitutes permission to petition for an Incomplete, but approval from the instructor is still required. The student must abide by the guidelines outlined below and those listed in the University Catalog.*

Work to be completed within six weeks of semester ending (include deadlines, special arrangements, and any other conditions):

☐ Petition Approved
☐ Petition Denied  
Instructor  
Date

**STUDENT AGREEMENT**

*I understand that requirements for this course must be completed no later than six weeks after the completion of the semester. I understand that, according to the University catalog, any Incomplete not cleared by this deadline becomes an “F” and may not be changed after that time.*

Student Signature:  
Date:
REQUEST FOR GRADE CHANGE

☐ Traditional Student    ☐ Graduate Student

☐ Evening College Student:    ☐ High Desert    ☐ Main    ☐ Beaumont

☐ San Bernardino    ☐ Other: ____________

Student Number: ____________

Student Name: __________________________________________

Last Name    First    Middle

Course Code: ____________    Course Name: ____________________________

Semester Taken:    ☐ Fall    ☐ Spring    ☐ Summer

Year Taken: ____________

Grade Changed: From: _______    To: _______

Date final coursework received: ____________

The reason necessitating the change is as follows:

☐ Grade Calculation Error

☐ Changed from an approved Incomplete petition

☐ Other: ____________________________

Date final coursework received: ____________

The reason necessitating the change is as follows:

☐ Grade Calculation Error

☐ Changed from an approved Incomplete petition

☐ Other: ____________________________

Approvals:

Instructor’s Name-Printed ____________________________    Instructor’s Signature ____________________________    Date ____________

Change Approved: ____________________________

Dean of School/College Signature ____________________________    Date ____________

Office of the Registrar

Transcript Adjusted By: ____________________________    Date ____________
This guide has been designed to help you in developing a learning-centered course syllabus that will fit the conditions in which you and your students work. What you include in your syllabus will be determined by the needs of your students, the type of course you are offering, and the rationale underlying your course. The checklist can serve as a guide when you prepare your syllabus.

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*The Course Syllabus: A Learning-Centered Approach* (by Judith Brunert) is available for check out in the Provost’s Office.